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ABSTRACT

This instructional package, one of four designed for regular vocational students, focuses on the vocational area of medical assistant. Contained in this document are twenty-six learning modules organized into three units: language; receptioning; and asepsis. Each module includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information pages (not always included) which provide information needed to perform the activity; and job step pages which detail steps (visuals included) necessary to do the tasks. (This document and related documents CE 017 570, CE 017 571, and CE 017 572 are one of two sets of learning modules on medical assistant written in formats designed for regular vocational and visually impaired students. The modules are part of a total set which includes over 1,300 modules written in a variety of formats on building maintenance, dietetic assistant, small engine repair, medical assistant, and graphics.) (JH)

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ED158091

TO: MULTIPLE LEARNING STRATEGIES PROJECT

MEDICAL ASSISTANT

[Regular Vocational - VOL. 1]

CE 017 569

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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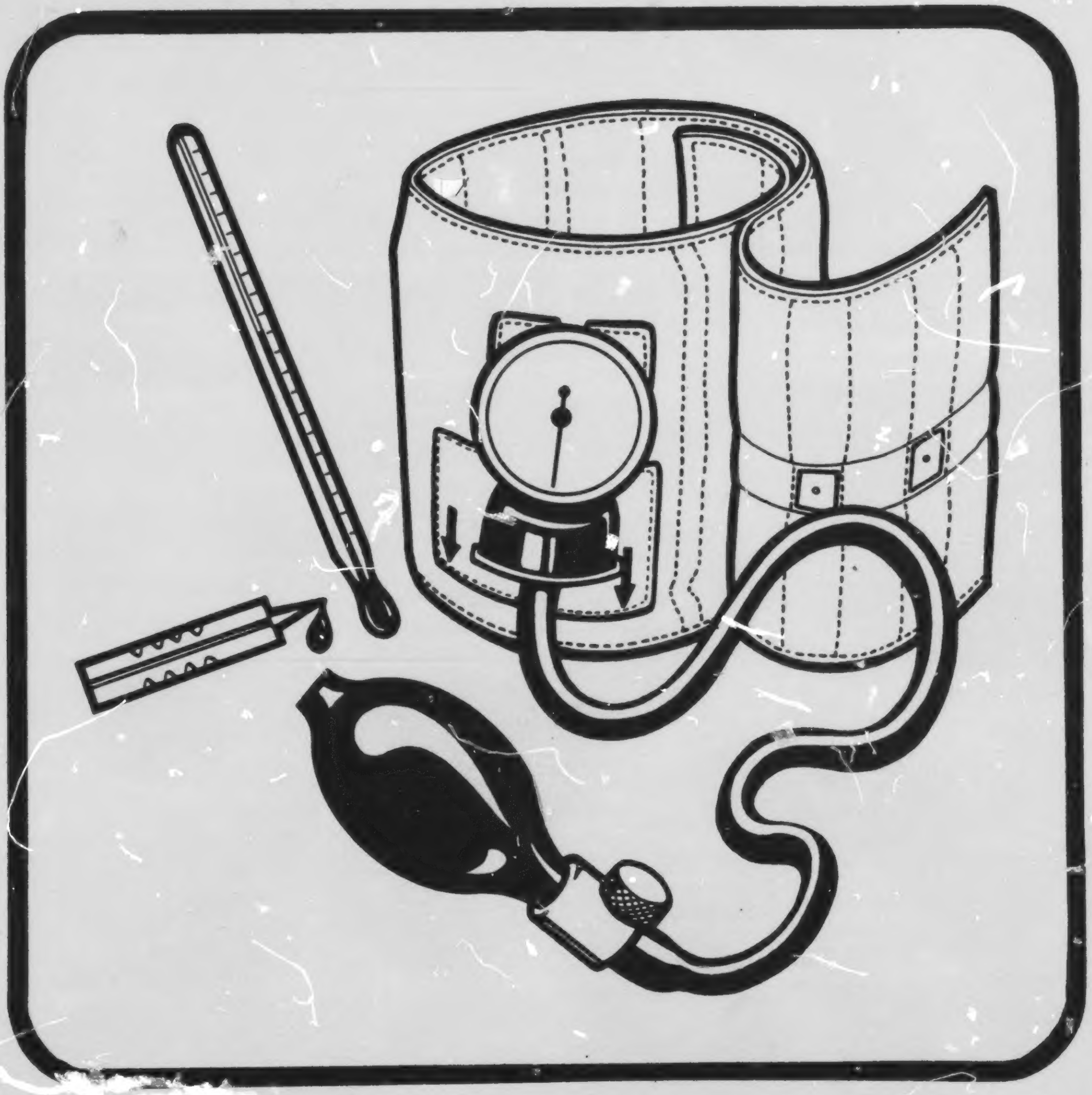


medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 003 date: December 1977 level: I

skill title: Surgical Language

developed & written by: Beverly Varney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to define or understand for yourself the meaning of technical terms.

IN ORDER TO DO THIS YOU WILL NEED:

A list of Medical Terminology.

WE WILL KNOW YOU CAN DO IT WHEN:

You can combine words from both lists and tell what they mean.

INFORMATION

To learn the technical terms and their meaning, you must complete the Programmed Learning pages in this module. Write your answers on a separate sheet of paper, numbering them according to the numbers in the blanks.

Follow the directions on the next page:

INFORMATION

DIRECTIONS

Theory of Programmed Learning: A way of learning that tells you immediately when you are right. You can learn at your own speed knowing that you are learning correctly.

* - This by a blank means use more than one word.
** - Use your own words.

A frame consists of a statement and/or questions and the answer.

NEVER look ahead.

NEVER let a wrong answer go uncorrected. Refer back whenever needed.

DO NOT WRITE IN THE MOD. Write all answers on acratch paper.

Cover the answer to the right. Then uncover it to check answer and proceed. If you answer wrong, re-do the frame (or the previous ones) in order to change the error in your memory.

Repeat any frame that gives you problems.

FRAME I

In any field of knowledge, a special vocabulary (or terminology) is necessary to speak exactly. Physicians use a medical terminology to speak or write ______________. (1)	1. exactly
We can learn much of medical terminology by word building. When we put words together from their parts, we are ______________(2) building.	2. word
All words have a word root. Even everyday words have a * ______________.(3)	3. word root
A word root is the foundation of a word. Suf/fix, pre/fix, af/fix, fix/ation, have 'fix' as their *______________.(4)	4. word root
To build words, we start with the *__________.(5)	5. word root
Compound words are formed when two word roots are used to build the word. There are many compound words in medical terminology: short/change, short/wave, over/hand, over/flow are *________.(6)	6. compound words

INFORMATION

Form a compound word from the word roots chicken and pox ________________. (7)	7. chickenpox
We start to build words with a word root. A combining form is a word root + a vowel. In the word therm/o/meter, therm/o is the *________________. (8)	8. combining form
In the word micr/o/scope, micr/o is the *______________________. (9)	9. combining form
The combining form of word roots is also used to build compound words. Micr/o/scope is a *______________________. (10)	10. compound word
Compound words can be formed from whole words, combining forms, or word roots. Compound words can be built from a combining form, a word root, and an ending. In the word micr/o/scop/ic: micr/o is the combining form scope is the word root ic is the __________________ (11)	11. ending
In the word therm/o/metr/ic: therm/o is the combining form metr is the *___________ (12)	12. word root
ic is the ____________ (13)	13. ending
In the word electr/o/metr/ic: electr/o is the *_______________(14)	14. combining form
metr is the *______________(15)	15. word root
ic is the ________________(16)	16. ending
A suffix is the ending. A suffix follows a word root. We change the meaning of a word root by attaching a ________________.(17)	17. suffix
The suffix er means one who. The word root, port (to carry) is changed by putting er after it. In the word port/er, er is a ____________.(18)	18. suffix
The endings -able, -er and -ment are _______.(19)	19. suffixes

INFORMATION

A prefix is a word part that goes before a word. A prefix changes the meaning of a word. The prefix ex- means from. The word root, port (to carry) is changed by putting ex- in front of it. In the word ex/port, ex- is a__________. (20)

20. prefix

Dis-, im-, sup-, trans-, are________________(21)

21. prefixes

REVIEW:

The foundation of a word is *_______________.(22)

22. word root

The word part that goes before a word to change its meaning is a ______________.(23)

23. prefix

The word part that goes after a word is a ____________ ___.(24)

24. suffix

When a vowel is added to a word root, the word part that results is a *_______________.(25)

25. combining form

When some form of two or more word roots is used to form a word, the word formed is called a *_______________.(26)

26. compound word

It is impossible to memorize enough medical words! By using a few word parts, you can build thousands of words. Pronounce each new word OUT LOUD and listen to what you are saying.

FRAME 2

Dermat/o (der-mah-tow) always refers to the skin. When you see dermat or dermat/o, think immediately of_______________. (27)

27. skin

A dermat/o/logist (der-mah-tahl'-o-jist) is a specialist in a field of medicine. He/she specializes in diseases of the _______________. (28)

28. skin

Itis (eye-tiss) is a suffix that means inflammation. If a word ends in -itis it will refer to an _______________. (29)

29. inflammation

INFORMATION

Cyan/o is used in words to mean blueness. Osis is a suffix which makes a noun and means condition. Cyanosis (sy-ann-o-sis) would be a condition of __________________.(30)

30. blueness

osis: always a suffix
(o-sis)
always forms a noun
always means a condition

Build a word that means a condition of blueness __________________.(31)

31. cyanosis

The Greek word, tomas, means a piece cut off. From this word, we have many combining forms which refer to cutting. Ec/tom/y (eck-tah-mee) (cut out). O/tom/y (ot-ah-mee) (cut into), tome (an instrument that cuts). Remember to associate tom (tome, ectomy, and otomy) with cutting. A dermatome is an instrument that cuts ______________.(32)

32. skin

A dermatome (der´-mah-tohm) is an instrument. When a physician wants a thin slice of a patient's skin for examination under a microscope, he will ask for the instrument, the __________________.(33)

33. dermatome

Leuk/o (luke-o) means white. To say something is white, use ________________.(34)

34. leuk/o

Cyto (site-o) refers to cell. Cells are the smallest unit of life. To refer to this smallest part of a body that can live ________________(35) is used.

35. cyt/o

Cytology (site-ol´-o-gee) is the study of cells. The part of cyt/o/logy that means cell is ____________________.(36)

36. cyt/o

There are several kinds of cells in blood. One kind is a leuk/o/cyte. A leukocyte (luke´-o-site) is a white blood _____________.(37)

37. cell

There are several kinds of leukocytes in the blood. When a physician wants to know how many leukocytes of all kinds there are, he/she will ask for a ___________________(38) count.

38. leuk/o/cyte

INFORMATION

Penia is the Greek word for poverty. The word that means decrease in, or not enough of white blood cells is leuk/o/cyto/penia (luke-o-site-o-pee-nee-ah).
If the body does not produce enough white blood cells, the patient suffers from ______________.(39)

39. leukocytopenia

We have all heard of leuk/em/ia (loo-kée-mee-ah) popularly called "blood cancer". ia is a noun ending. em comes from a Greek word meaning "blood". A noun meaning "white blood" is ______________________.(40)

40. leuk/em/ia

In leukemia the blood is not really white. A symptom of this disease is the presence of too many leukocytes in the blood. It is from this symptom that we derive the name of the disease ___________________.(41)

41. leuk/em/ia

Megal/o means large. Gastr is the word root for stomach. ia is a noun ending. Form a noun that means large or enlargement of the stomach ________________. (42)

42. megal/o/gastr/ia

ia is a noun ending indicating a condition. When megalogastria (meh-ga-low-gás-tree-ah) occurs, an undesirable ____________(43) exists.

43. condition

Cardi/o (car-dée-o) is used in building words that refer to the heart. Card/itis (card-eye-tiss) means ________________.(44)

44. inflammation of the heart

Ology (ol-o-gee) and ologist (ol-o-gist) are combining forms which are used as suffixes for convenience.

logos - Greek for study
log/y - noun, study of
logist - noun, one who studies

A cardi/o/logist (car-dee-ól-o-gist) diagnoses heart disease. The specialist who determines that a heart is deformed is a _____________.(45)

45. cardiologist

A person who reads elect/ro/cár/dee/o/gram (records of electrical impulses given off by the heart) is also a __________________.(46)

46. cardiologist

INFORMATION

Gastr/ectomy (gas-treck-tah-mee) means excision (removal) of all or part of the stomach. Ectomy is a word that is used as a suffix. Ectomy (eck-tah-mee) means ________________. (47)	47. removal or excision
Cancer of the stomach will usually result in a ________________.(48)	48. gastrectomy
Form a word that means inflammation of the stomach ______________.(49)	49. gastritis (gas-try-tiss)
Duoden/o (do-odd-en-o) is used in words that refer to the first part of the small intestine, the duodenum. To build words referring to the duodenum, use ______________. (50)	50. duoden/o
The duoden/um (do-odd-en-um) is the part of the small intestine that connects with the stomach. Duoden/o is a word root combining form that refers to the ________________. (51)	51. duodenum
Gastr/o/duoden/ostomy (gas-trow-do-odd-en-os-tah-mee) means formation of a new opening between the stomach and duodenum. Ostomy (os-tah-mee) is a combining form we can use as a suffix that means forming an opening. Gastr/o/duoden/ostomy means *______________(52) between the stomach and duodenum.	52. forming an opening
Otomy is a combining form we can use as a suffix because it connects directly to a word root. A duo/den/otomy is an incision into the ______________.(53)	53. duodenum
If a duo/den/otomy is an incision into the duodenum, the suffix for incision into is ________________.(54)	54. otomy
Otomy always means incision. An incision into the duodenum is a ______________.(55)	55. duodenotomy
The suffix for inflammation is ________(56).	56. itis
The word for inflammation of the duodenum is ________________.(57)	57. duodenitis
Duoden/al (do-odd-en-al) is an adjective. Al is an adjectival ending meaning pertaining to (whatever the adjective modifies). One adjectival ending is ______________.(58)	58. al

INFORMATION

In duodenal ulcer and duoden/al lesion, the adjective is ________________.(59)

59. duodenal

The suffix ostomy (os-tah-mee) means making a new opening. The word to form a new opening into the duodenum is ____________________.(60)

60. ostomy

The suffix for forming a new opening is always ________________.(61)

61. ostomy

FRAME 3

ANATOMY

The main tube connecting the mouth and the stomach is called the esophagus (eh-SOPH-a-gus).

The solid organ that manufactures bile is the liver.

The small sac that stores bile is the gall bladder.

The word root for liver is hepat. Hepatitis (hep-a-tye-tiss) refers to **__________________.(62)

62. inflammation of the liver

Chole (ko-lee) means bile. Cyst (sisst) means a sac containing fluid. Together cholecyst is used in reference to the gall bladder. Make a word meaning "excision of the gall bladder"_________.(63)

63. cholecyst-ectomy (ko-lee-siss-teck-tah-mee)

If the gall bladder becomes inflamed the term would be ____________________.(64)

64. cholecyst-itis (ko-lee-siss-tye-tiss)

Lith/o is the combining form for calculus or stone.

Calculi or stones can be formed many places in the body. A chol/e/lith is a gall stone. One cause of gall bladder disease is the presence of a gall stone or ____________________.(65)

65. chol/e/lith

INFORMATION

A cholelith may be large or small. Regardless of size, the very presence of any ________________(66) indicates a diseased gall bladder.	66. cholelith
Gall stones can result in inflammation of the gall bladder - cholecystitis. When a cholelith causes cholecystitis, a surgical procedure may be needed. One is an incision into the gall bladder or ________________(67) for the removal of the stone.	67. chol/e/cyst/otomy (ko-lee-siss-tah-toe-mee)
Usually the presence of a gall stone calls for the excision of the gall bladder. This is a ________________.(68)	68. cholecyst-ectomy
The appendix (a-pen-dix) is a very small piece of intestine at the beginning of the colon. If the appendix becomes inflamed it is termed ________________________. (69)	69. appendicitis (ap-pen-dah-sy-tiss)
When appendicitis occurs, a surgical procedure is used to remove the appendix. The medical term for this is ______________.(70)	70. appendectomy (ap-pen-deck-tah-mee)
Ileum is used in reference to the small intestine. An ileostomy is ** ________________________.(71) (ill-ee-ós-tah-mee)	71. to make a permanent opening into the ileum
The ovary (ó-va-ree) is the egg producing organ of the female. The word root combining form used in words that refer to the ovary is oophor/o (oof-or-o); oopherectomy (oof-or-eck-tah-mee) means ** ______________________.(72)	72. excision of the ovary
Salping/o (sal-pén-joe) is used to build words that refer to the fallopian tube(s). An inflammation of this is ________________.(73)	73. salpingitis
Excision of the fallopian tube is ____________.(74)	74. salping-ectomy (sal-pen-geck-tah-mee)
Hyster/o (hiss-ter-o) is used to build words about the uterus. A hyster/ectomy (hiss-ter-eck-tah-mee) is an excision of the _____________.(75)	75. uterus
Pex/y (pex-ee) is a word root combining form that means fixation. A hysteropexy (hiss-ter-o-pex-ee) is a surgical fixation of the __________.(76)	76. uterus

INFORMATION

Fixation of the uterus is termed __________.(77)	77. hysteropexy
A hyśter/o/salpińg/o/oóphor/ećtomy (hiśs-ter-oh-sal-peń-joe-oó-for-eck-tah-mee) is the excision of the uterus, fallopian tubes, and ovaries.	
__________(78) combining form for uterus	78. hyster/o
__________(79) combining form for fallopian tubes	79. salping/o
__________(80) root word for ovary	80. oophor/o
__________(81) suffix --- excision	81. ectomy
Build the word that means excision of the uterus, fallopian tubes, and ovaries__________.(82)	82. hystero-salping/o/oophorectomy
Orchid/o (oŕ-key-o) is the word-root combining form for testicle. Build a word meaning excision of the testicles__________ (83)	83. orchidectomy (or-key-eck-tah-mee)
Crypt/orchid/ism (krip-ork-ism) means undescended testicle. Crypt means hidden. When a testicle is hidden in the abdominal cavity, the condition is known as __________.(84)	84. crypt/orchid/ism
Orrhaphy (or-ah-fee) is a suffix that means to repair by using sutures. Herniorrhaphy (her-knee-oŕ-ah-fee) means to repair a hernia by using sutures. Orrhaphy means __________.(85)	85. to repair by using sutures
Cele is a suffix that means hernia. A cystocele is a bladder __________.(86)	86. hernia
The prefix pro means before or in front of. (pro/gnos/is) (prog-nó-siss) prognosis means predicting the outcome of a disease. The part of the word that means before is ______. (87)	87. pro
The word that means predicting the outcome of a disease is __________. (88)	88. prognosis
Di/a means through. Diagnosis (dye-ag-nó-siss) literally means knowing through. By studying through a disease's symptoms, a doctor can make a __________. (89)	89. diagnosis

INFORMATION

A finger or toe is called a digit. The word root combining form for this is dactyl/o (dac-till-o). Polydactylism (polly-dac-till-is-um) is the condition of having ** ________________. (90)	90. too many digits
Men/o is used in words referring to the menses. Men/ses (men-siss) is another word or way of saying men/struation. The word ending orrhea (o-ree-ah) means to flow. The word for "flow of menses" is ______________________. (91)	91. men/orrhea
A is a prefix which means absence or without. Build a word that means the absence of menstrual flow _________________. (92)	92. a/men/orrhea (ay-men-o-ree-ah)
Hem/o is the word root combining form for blood. Stasis is a word meaning stopping or controlling. Build a word that means "controlling blood flow". ______________________. (93)	93. hemostasis (hee-moe-stay-siss)
The viscera (vih´-sir-ah) are the internal organs of the body. The word visceral pertains to the ** _________________. (94)	94. internal organs
Laparo, (lap-ah-row) means abdominal wall. An incision into the abdominal wall is a _________________. (95)	95. laparotomy (lap-a-rot-ah-mee)
Ophthalm/o (off-thal-mo) is used in words to mean eye. An opthalmologist is one who studies the ________________. (96)	96. eye
Colp/o (cole-poe) is used in words about the vagina. Build a word meaning "suture of the vagina"_____________________. (97)	97. colporrhaphy (cole-pour-ah-fee)
End/o means within. Endocardial (en-do-card´-ee-all) means _______________(98) the heart.	98. within
Ect/o means outside. An ectopic (eck-top-ick) pregnancy occurs ____________(99) the uterus.	99. outside
Ante/version means turning forward. If retro means back or behind, the word for turning backward is ________________. (100)	100. retroversion

INFORMATION

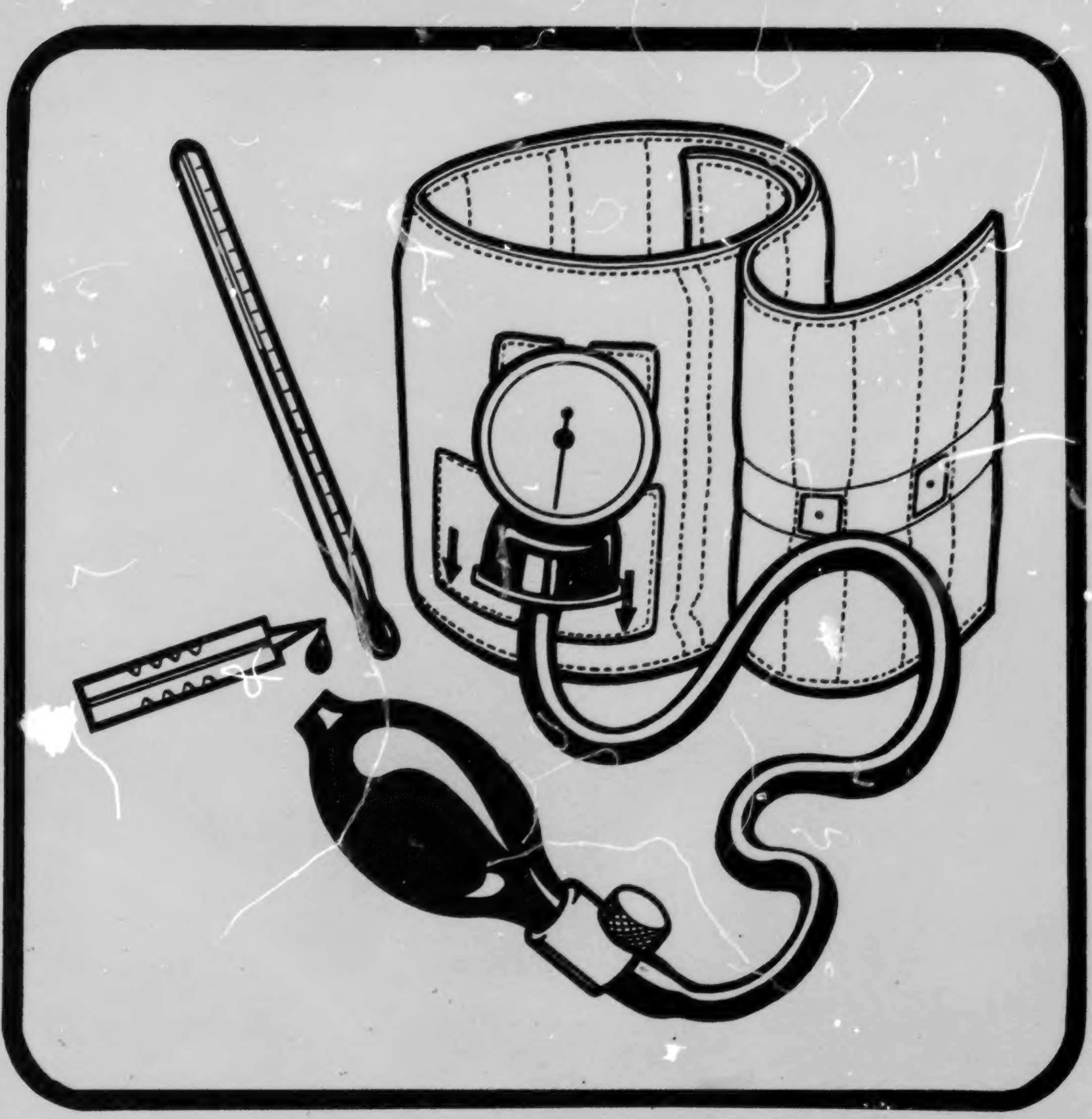
Multi means many. Par/o is the word root combining form for to bear. A mult/i/para (mull-tih´-para) woman is one who has born ________ (101) children.	101. many
Ad (add) means toward. Adduction means moving toward the midline. Ab means from. Abduction means moving ________(102) from the midline.	102. away
Ab/ort means taking the fetus ________(103) from the mother.	103. away
Per/i means around (pear´-ee). The pericardium (pear-ah-card-ee-um) is ________(104) the heart.	104. around
Another prefix that means around is circum (sir´-come). To circumcise (sir-come-size) means to cut ________. (105)	105. around
Excise (ek-size) is another word for cut out. Cise (size) means to ________. (106)	106. cut
Perforate (purr´-for-ate) means to puncture or make a hole through. An ulcer that has eaten through the stomach wall has ________(107) (past tense) it.	107. perforated
Necr/o (neh´-crow) is used in words pertaining to death. Necrosis (neh-crow-siss) refers to a condition in which dead tissue is surrounded with healthy tissue. When the blood supply to an area is cut off, gangrene sets in. This results in ________(108) (death) of the tissue.	108. necrosis
Hyster/o usually refers to the uterus as an organ. Metr/o (mee-trow) usually refers to the tissues of the uterus. Metr/itis (mee-try´-tiss) means ________ (109) of the uterine tissue.	109. inflammation
Epi (ep´-ee) means over or above. Epigastric (ep-ee-gas´-trick) refers to the area ________(110) the stomach.	110. over
Sepsis (sep´-siss) is a noun meaning reaction against bacteria and poisons. There must be an infection for sept/is to occur. A word meaning without sepsis is ________.(111)	111. á/seps/is (ay-sep-siss)

INFORMATION

Contra is a prefix that means against. Contraindication is something _______________(112) medical indication in a given condition	112. Against
The triceps (try'-seps) muscle has three heads. The biceps (by'-seps) muscle has _______________(113) heads.	113. Two
A unicorn has _______________(114) horn.	114. One
Unilateral pertains to_______________ (115) side.	115. One
To bifurc/ate (by'-fur'kate) is to divide into two forks. When an artery divides into two branches, it_______________.(116)	116. Bifurcates
Con is a prefix that means with. Congenital (con-gen'-eh'tall) means born _______________. (117)	117. With
The cervix is the neck of the uterus. (sir'-vex) Cervic/o (sir'-veh-ko) is the word root combining form. Build a word meaning inflammation of the cervix. _______________ (118)	118. Cervicitis
Neo (knee'-o) in words means new. Neoplasm refers to any kind of tumor or new growth. A tumor is called _______________. (119)	119. Neoplasma
The proper medical way to say clot is to say thrombus. A synonym for clot is _______________. (120)	120. Thrombus
Nephr/o (nee'-frow) is used in reference to the kidney. Build a word that means excision of a kidney._______________(121)	121. Nephrectomy
Cauterization (caw-ter-eyes-a-shun) means destroying tissue by burning. To stop bleeding,_______________(122) is sometimes used.	122. Cauterization
-odynia is from the greek word meaning pain. The combining form for pain is Dys-. Make a word meaning painful menstruation. _______________(123)	123. Dysmennorrhea
Erythro- means red. Since you already know the suffix -cyte means cell, make a word which means red cells. _______________(124)	124. Erythrocytes

The following are combinations of words from this module. Determine the meaning. Write your answers on scratch paper. DO NOT WRITE IN THE MOD.

1. Hysteropexy
2. Orchidopexy
3. Cholecystectomy
4. Duodenitis
5. Cholelithiasis
6. Hepatitis
7. Nephritis
8. Oophorectomy
9. Carditis
10. Megalodactylism
11. Cyanotic
12. Dermatologist
13. Gastritis
14. Duodenostomy
15. Anemia
16. Appendectomy
17. Salpingitis
18. Hysterosalpingectomy
19. Cardial
20. Leukorrhea
21. Visceral
22. Ophthalmology
23. Sepsis
24. Antiseptic
25. Bilateral
26. Excise
27. Necrotic
28. Leukocytopenia
29. Colporrhaphy
30. Ectopic
31. Retroversion
32. Adduction
33. Menstrual
34. Multipara
35. Abduction
36. Amenorrhea
37. Laparotomy
38. Perforated
39. Bifurcate
40. Cauterize
41. Artery
42. Bacteria
43. Aseptic
44. Circumcise
45. Abort
46. Esophagus
47. Bile
48. Gall Bladder
49. Calculi
50. Liver
51. Cervix
52. Incise
53. Intestine
54. Colon
55. Ileum
56. Appendicitis
57. Ovary
58. Cryptorchidism
59. Hysterosalpingo-Oophorectomy
60. Testicle
61. Fallopian Tube
62. Ileostomy
63. Digit
64. Herniorrhaphy
65. Diagnosis
66. Uterus
67. Prognosis
68. Symptom
69. Finger
70. Dysmennorrhea
71. Erythrocyte
72. Hernia
73. Esophagogastrectomy
74. Hemostasis
75. Hemostat
76. Hemostatic
77. Polycystic
78. Abdominal
79. Suture
80. Endocervical
81. Midline
82. Perisalpingitis
83. Unilateral
84. Congenital
85. Neoplasm
86. Cardiothrombosis
87. Nephrorrhagia
88. Hepatomegaly
89. Tonsillitis
90. Esophageal
91. Cytostatic
92. Adenoiditis
93. Thermometric
94. Nephropexy
95. Leukocyte
96. Tonsillectomy
97. Cytometer
98. Cardiomegaly
99. Digital



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 004 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words Number 1

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

6 games for mod 4401 02 004

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definitions from memory for each word.
2. You can correctly complete the 6 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

- Anemia
- Axillary
- Adenitis
- Atrium
- Appendicitis
- Alcoholism
- Axilla
- Arthritis
- Abdominal
- Absecess
- Amenorrhea
- Aprneurosis
- Atonic
- Adrenal
- Abdomen
- Astigmatism

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 6 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

ANEMIA	a) A state characterized by deficiency of either hemoglobin or erythrocytes in circulating blood. b) An- meaning lack of, without, emia- meaning blood. Low amount of blood or blood low in hemoglobin.
APONEUROSIS	a) A sheet-like layer of connective tissue connecting a muscle to the part that it moves or a sheath enclosing a muscle. b) A flat sheet of connective tissue to support or connect muscles.
APPENDICITIS	a) Inflammation of the vermiform appendix. b) Swollen, red, painful condition of the appendix, usually with infection present.
ARTHRITIS	a) Inflammation of a joint. b) Swollen, red, painful joint.
ASTIGMATISM	a) Ametropia caused by differences in curvature in different meridians of the refractive surfaces of the eye. b) An irregular cornea or lens of the eye causing the image to be out of focus and resulting in faulty vision. (Lens of eye not evenly shaped such as poor quality window glass. This results in faulty vision because of out of focus image on retina.)
ATONIC	a) Absence of or lack of muscle tone. b) Flabby or weak muscles.
ATRIUM	a) An external chamber or entrance hall, upper chambers of the heart. b) A chamber, such as the upper chambers, right and left of the heart.
AXILLA	a) The armpit. b) The underarm.
AXILLARY	a) Of or pertaining to the axilla. b) To do with the underarm area.

a) primary
b) secondary

ABDOMEN	a)	That part of the body lying between the thorax and the pelvis.
	b)	Area of body below chest, in general area of navel, commonly refered to as "stomach or belly".
ABDOMINAL	a)	Pertaining to abdomen.
	b)	About or concerning the abdomen.
ABSCESS	a)	Localized collection of pus caused by suppuration in a tissue, organ or confined space.
	b)	An area of infection in tissue with pus, i.e. boil or pimple.
ADENITIS	a)	Inflammation of a gland.
	b)	Swelling, redness of gland, may be painful, i.e. neck glands.
ADRENAL	a)	Near the kidney, adrenal gland, attached to the top of the kidney.
	b)	Ad- meaning near to, renal meaning kidney. Near to the kidney, adrenal gland, attached to the top of the kidney.
ALCOHOLISM	a)	A morbid state caused by excessive consumption of alcohol, interfering with a patient's health and social or economic functioning.
	b)	A disease condition caused by too much drinking of alcoholic beverages, with breakdown of physical health and mental and social functioning.
AMENORRHEA	a)	Absence of menstruation.
	b)	Without having any menstrual periods, (a- meaning without, menu- meaning month, and rrhea- meaning runny).

MATCHING

DIRECTIONS: Match the definition to the corresponding word. Write the letter of the definition in front of the matching word. Write them on a separate sheet of paper.

_____ANEMIA

_____AXILLARY

_____ADENITIS

_____ATRIUM

_____APPENDICITIS

_____ALCOHOLISM

_____AXILLA

_____ARTHRITIS

_____ABDOMINAL

_____ABSCESS

_____AMENORRHEA

_____APONEUROSIS

_____ATONIC

_____ADRENAL

_____ABDOMEN

_____ASTIGMATISM

A. A deficiency of either hemoglobin or erythrocytes in circulating blood.

B. A flat sheet of connective tissue to support or connect muscles.

C. Swollen, red, painful condition of the appendix usually with infection present.

D. Inflammation of a joint.

E. Irregular lens of the eye causing the image to be out of focus and resulting in faulty vision.

F. Flabby or weak muscles.

G. Upper chambers of the heart.

H. The underarm.

I. To do with the underarm area.

J. Area of body below chest commonly referred to as "stomach or belly".

K. Pertaining to the abdomen.

L. Area of infection in tissue with pus.

M. Inflammation of a gland.

N. Near the kidney, adrenal gland, attached to the top of the kidney.

O. Disease condition caused by too much drinking of alcoholic beverages.

P. Absence of menstruation.

WORD HUNT

B T L C K R I E M A L T N O R J
F N O P A C S D B T K L H N O P
M F N R N S W G E R R I M K B R
A Q M S I T A M C I T S A W C T
R T M S I D A M G U T S B X M W
R V P Z R D D F B M W G S Y R Z
S E H E R B Z A C M Y J C Z A A
E I N E V A C L F J A P E C B D
C A N T X D G L I F H Q S J N S
L A A P P E D I C I T I S S H F
L A U P Y M A X I L L A R Y M I
T R W H O N P A C O V N T O S M
H S E K L N Q S D R J U G G I V
A O I A I M E N A O F Z E P L Y
R V X T T Z B U E E K L L C O C
T I E N I E S I R V Q Q X I H L
H M D U D N H A T O N I C N O P
R T C A G J E B X D S U D B C N
I L A N I M O D B A U I Z O L W
T F K L W H V O A Y E J S H A B
I Q B P I K A M E N O R R H E A
S A R Y L J X E S V Q K A R B T
A X Q M K R T N P S F W A G U M

The words in this word hunt can be found horizontally, vertically, or diagonally. Use a word hunt work sheet found in your classroom.

Words to use:

abdomen
abdominal
abscess
adenitis
adrenal
alcoholism
amenorrhea
anemia
aponeurosis
appendicitis
arthritis
astigmatism
atonic
atrium
axilla
axillary

WORD FILL-IN

DIRECTIONS: Read the definition, then write the appropriate answer on a separate sheet. The number of spaces indicate the number of letters in the word (answer).

_ _ _ _ _ _ _ (7) 1. Part of body lying between thorax and pelvis.

_ _ _ _ _ _ _ (7) 2. Boil or pimple.

_ _ _ _ _ _ _ _ _ (9) 3. About or concerning the abdomen.

_ _ _ _ _ _ _ _ (8) 4. Inflammation of a gland.

_ _ _ _ _ _ _ (7) 5. Near to the kidney, adrenal gland, attached to the top of the kidney.

_ _ _ _ _ _ _ _ _ _ (10) 6. Morbid state caused by excessive consumption of alcohol.

_ _ _ _ _ _ _ _ _ _ (10) 7. Without having any menstrual period.

_ _ _ _ _ _ (6) 8. Low amount of blood or blood low in hemoglobin.

_ _ _ _ _ _ _ _ _ _ _ (11) 9. Flat sheet of connective tissue to support or connect muscles.

_ _ _ _ _ _ _ _ _ _ _ _ (12) 10. Inflammation of the verminform appendix.

_ _ _ _ _ _ _ _ _ (9) 11. Swollen, red, painful joints.

_ _ _ _ _ _ _ _ _ _ _ (11) 12. Irregular cornea or lens of the eye causing the image to be out of focus and resulting in faulty vision.

_ _ _ _ _ _ (6) 13. Absence of or lack of muscle tone.

_ _ _ _ _ _ (6) 14. External chamber or entrance hall, upper chambers of the heart.

_ _ _ _ _ _ (6) 15. The armpit.

_ _ _ _ _ _ _ _ (8) 16. To do with the underarm area.

Words From Which To Choose:

Anemia
Aponeurosis
Appendicitis
Arthritis
Astigmatism
Atonic
Atrium
Axilla
Axillary
Abdomen
Abdominal
Abscess
Adenitis
Adrenal
Alcoholism
Amenorrhea

DIRECTIONS: The meaning for each word is listed on the right side of the page. You are to match the correct definition to the word. Clue letters and the number of letters in each word appear at the left. All words are listed at the end of the exercise. Use a separate sheet of paper.

_ _ _ o _ _ _ _ _ _	A disease condition caused by too much drinking of alcoholic beverages, with breakdown of physical health and mental and social functioning.
_ _ _ _ i _	Flabby or weak muscles.
_ _ _ _ i _	Low amount of blood or blood low in hemoglobin.
_ _ _ o _ _ _	Area of body below chest in general area of navel.
_ _ _ _ e _ _	An area of infection in tissue with pus.
_ _ i _ _ _	The underarm.
_ _ _ _ _ i _ i _	Swollen, red, painful joint.
_ _ _ _ _ _ _ _ _	About or concerning the abdomen.
_ _ _ _ o _ _ _ e _	Without having any menstrual periods.
_ _ _ i _ _	A chamber such as the upper chambers, right and left of the heart.
_ _ i _ _ _ _ _	To do with the underarm area.
_ _ _ _ _ _ i _ i _ _ _	Swollen, red, painful condition of the appendix usually with infection present.
_ _ _ _ i _ i _	Swelling and redness of gland, may be painful.
_ _ _ _ _ _ _ _ _ i _	A flat sheet of connective tissue to support or connect muscles.
_ _ _ i _ _ _ _ i _ _	An irregular cornea or lens of the eye causing the image to be out of focus and resulting in faulty vision.
_ _ _ e _ _ _	Near to the kidney, adrenal gland, attached to the top of the kidney.

CONTEXT CLUES

DIRECTIONS: Read the sentence and choose the appropriate answer to fill in the blank on a separate sheet of paper.

1. George was experiencing pain in his A. ____________________ area. After spending hours in the emergency room, the doctor decided he had B. ____________________.

   A. abdomen, adenitis, abdominal
   B. appendicitis, abdomen, atrium

2. Sheila helped the baby walk by holding ____________________.

   atrium, axilla, appendix

3. Jody and her other twelve year old girl friends often sit around and discuss ____________________. They all wish not to be the last to get it.

   adrenal, adenitis, amenorrhea

4. A group of men and women get together each week to talk about their common problem of ____________________. Many of them have not had a cocktail in months.

   anemia, astigmatism, alcoholism

5. An optometrist tested Christopher's eyes and concluded he had ____________________ in his left eye only.

   astigmatism, axillary, adenitis

6. ____________________ pain can result if a young child gulps an eight ounce bottle without burping.

   atonic, anemia, abdominal

7. The tooth would be extracted as soon as the ____________________ could be controlled.

   abscess, aponeurosis, appendicitis

8. ____________________ muscles are flabby and weak.

   atrium, atonic, abscess

9. The baby had a lot of pain in the kidney area. It was determined that the A.______________________ gland had B._____________________________.

A. amenorrhea, adrenal, abdomen
B. axilla, axillary, adenitis

10. A reduction in blood, especially the red blood corpuscles, results in ____________________.

alcoholism, anemia, atonic

11. Right and left of the heart we find the ________________________ chambers.

atrium, axillary, anemic

12. Mother had a hard time today knitting her afghan because her ______________________ was acting up again.

anemia, abdominal, arthritis

13. Arrid extra dry is put on the ____________________ area of the body to control nervous perspiration.

abdomen, axillary, atrium

14. ________________________ is a flat sheet of connective tissue to support or connect muscles.

aponeurosis, appendicitis, amenorrhea

Answers To Matching

a anemia
i axillary
m adenitis
g atrium
c appendicitis
o alcoholism
h axilla
d arthritis
k abdominal
l abscess
p amenorrhea
b aponeurosis
f atonic
n adrenal
j abdomen
e astigmatism

Answers To Word Hunt

B	T	L	C	K	R	I	E	M	A	L	T	N	O	R	J
F	N	O	P	A	C	S	D	B	T	K	L	H	N	O	P
M	F	N	R	N	S	W	G	B	R	R	I	M	K	B	R
A	Q	M	S	I	T	A	M	G	I	T	S	A	W	C	T
R	T	M	S	I	D	A	M	G	U	T	S	B	X	M	W
R	V	P	Z	R	D	D	F	B	M	W	G	S	Y	R	Z
S	E	H	E	R	B	Z	A	C	M	Y	J	C	Z	A	A
E	I	N	E	V	A	C	L	F	J	A	P	E	C	B	D
C	A	N	T	X	D	G	L	I	F	H	Q	S	J	N	S
L	A	A	P	P	E	D	I	C	I	T	I	S	S	H	F
L	A	U	P	Y	M	A	X	I	L	L	A	R	Y	M	I
T	R	W	H	O	N	P	A	C	O	V	N	T	O	S	M
H	S	E	K	L	N	Q	S	D	R	J	U	G	G	I	V
A	O	I	A	I	M	E	N	A	O	F	Z	E	P	L	Y
R	V	X	T	I	Z	B	U	E	E	K	L	L	C	O	C
T	I	E	N	I	E	S	I	R	V	Q	Q	X	I	H	L
H	M	D	U	D	N	H	A	T	O	N	I	C	N	O	P
R	T	C	A	G	J	E	B	X	D	S	U	D	B	C	N
I	L	A	N	I	M	O	D	B	A	U	I	Z	O	L	W
T	F	K	L	W	H	V	O	A	Y	E	J	S	H	A	B
I	Q	B	P	I	K	A	M	E	N	O	R	R	H	E	A
S	A	R	Y	L	J	X	E	S	V	Q	K	A	R	B	T
A	X	Q	M	K	R	T	N	P	S	F	W	A	G	U	M

Answers To Word Fill-In

1. abdomen
2. abscess
3. abdominal
4. adenitis
5. adrenal
6. alcoholism
7. amenorrhea
8. anemia
9. aponeurosis
10. appendicitis
11. arthritis
12. astigmatism
13. atonic
14. atrium
15. axilla
16. axillary

Answers To Page 9

Alcoholism

Anemia

Atonic

Abdomen

Abscess

Axilla

Arthritis

Abdominal

Amenorrhea

Atrium

Axillary

Appendicitis

Adenitis

Aponeurosis

Astigmatism

Adrenal

Answers To Context Clues

1. A. Abdomen
   B. Appendicitis
2. Axilla
3. Amenorrhea
4. Alcoholism
5. Astigmatism
6. Abdominal
7. Abscess
8. Atonic
9. A. Adrenal
   B. Adenitis
10. Anemia
11. Atrium
12. Arthritis
13. Axillary
14. Aponeurosis

LOCALIZED COLLECTION OF PUS CAUSED BY SUPPURATION IN A TISSUE, ORGAN OR CONFINED SPACE	ATONIC
ABDOMINAL	FLAT SHEET OF CONNECTIVE TISSUE TO SUPPORT OR CONNECT MUSCLES
TO DO WITH THE UNDERARM AREA	ALCOHOLISM
ANEMIA	THE UNDERARM
ADENITIS	INFLAMMATION OF A JOINT

1	3
14	4
15	8
9	13
11	2

ATRIUM	SWELLING, A REDNESS OF GLAND, MAY BE PAINFUL, I.E. NECK GLANDS

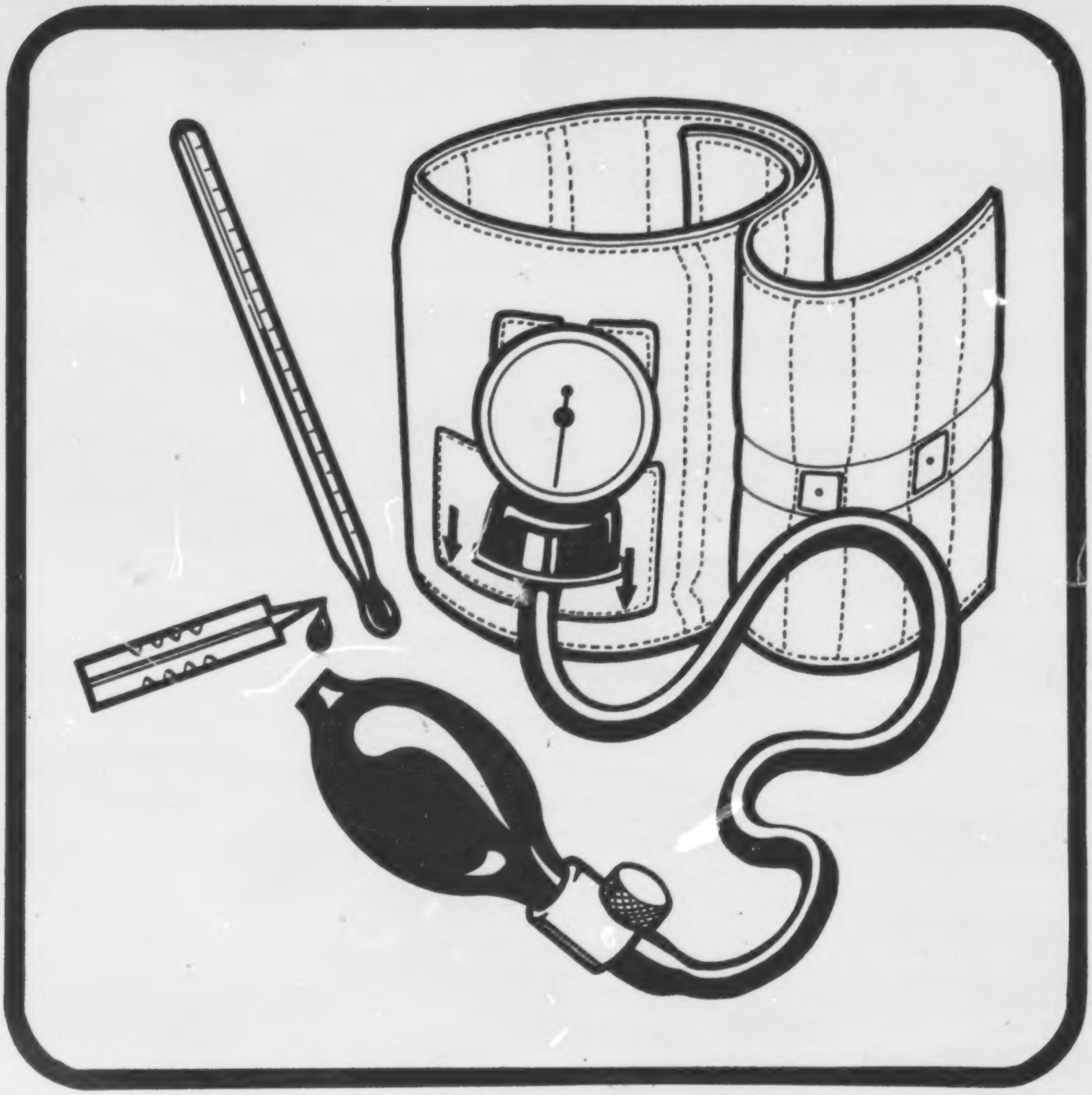
2	10

ARTHRITIS	ABSENCE OF OR LACK OF MUSCLE TONE
PERTAINING TO THE ABDOMEN	AXILLA
ADRENAL	STATE CHARACTERIZED BY DEFICIENCY OF EITHER HEMOGLOBIN OR ERYTHROYTES IN CIRCULATING BLOOD
A DISEASE CONDITION CAUSED BY TOO MCUH DRINKING OF ALCOHOLIC BEVERAGES WITH BREAKDOWN OF PHYSICAL HEALTH AND MENTAL AND SOCIAL FUNCTIONING	ABSCESS
AMENORRHEA	AD-MEANING NEAR TO, RENAL MEANING KIDNEY, NEAR TO THE KIDNEY, ADRENAL GLAND ATTACHED TO THE TOP OF THE KIDNEY

1	11
9	4
13	16
3	15
16	5

ABSENCE OF MENSTRUATION	ABDOMEN
APONEUROSIS	A CHAMBER, SUCH AS THE UPPER CHAMBERS - RIGHT AND LEFT OF THE HEART
AMETROPIA CAUSED BY DIFFERENCES IN CURVATURE IN DIFFERENT MERIDIANS OF THE REFRACTIVE SURFACES OF THE EYE	AXILLARY
ASTIGMATISM	THAT PART OF THE BODY LYING BETWEEN THE THORAX AND THE PELVIS
INFLAMMATION OF THE VERMIFORM APPENDIX	APPENDICITIS

6	5
10	14
8	7
6	7
12	12



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 005 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words Number 2

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

6 games for mod 4401 02 005

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 6 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Bile

Brachial

Bronchus

Bronchi

Cancer

Cancerous

Cardiac

Cervical

Coronary

Ciliary

Colic

Colonic

Congenital

Constipation

Capillaries

Cornea

Constipated

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 6 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

BILE	a) The secretion of the liver serving the digestive tract by breaking down fats physically, so that lipase can digest them. b) A greenish colored liquid produced in the liver which helps in the digestion of fats.
BRACHIAL	a) Pertaining to the arm. b) Pertaining to the arm.
BRONCHUS	a) One of the larger passages conveying air to right or left principal bronchus and within the lungs (Lobar and Segmented Bronchi). b) Large air passageway (tube) for breathing between the windpipe and smaller passages in the lungs.
BRONCHI	a) Plural of bronchus. b) More than one bronchus.
CANCER	a) A malignant tumor. b) Growth of abnormal tissue cells which may spread and invade other parts of the body.
CANCEROUS	a) Pertaining to cancer, or cancer-like. b) To do with cancer.
CAPILLARIES	a) Minute blood vessels between the arteries and venules or a similar channel conveying lymph. b) A very tiny blood vessel between the smallest arteries and veins which carry blood and foods to the tissues.
CARDIAC	a) Pertaining to the heart. b) Pertaining to the heart.
CERVICAL	a) From cervix, Latin for neck, pertaining to neck; or the neck of the uterus. b) Refers to the bones of the spinal column in the neck or to the lower end of the uterus.

a) primary
b) secondary

CILLARY	a) Latin for hair, or hair like. b) To do with eyelashes, hair or projections resembling hair.
COLIC	a) Acute paroxysmal abdominal pain. b) Sharp pains in the abdomen which come and go.
COLONIC	a) Pertaining to the colon. b) Pertaining to the large bowel or intestine.
CONGENITAL	a) Present at, and existing from the time of birth. b) Condition present at birth.
CONSTIPATION	a) A condition characterized by abnormally infrequent and difficult evacuation of feces. b) A condition of hard to pass and infrequent (few, scarce) stools (bowel movements).
CONSTIPATED	a) Affected with constipation. b) To have constipation.
CORNEA	a) The transparent anterior part of the eye. b) The thin clear covering over the front colored part of the eye.
CORONARY	a) Encircling in the manner of a crown, a term applied to blood vessels of the cardiac muscle. From the Latin coronae, a crown. b) Usually has to do with the blood vessels the heart circling muscle tissues.

WORD HUNT

F	B	C	F	P	S	A	C	Y	E	A	S	C
J	T	I	M	Z	L	E	R	B	K	U	C	B
O	D	U	G	D	Q	A	F	I	H	R	O	F
N	E	H	J	V	I	Z	K	C	L	N	R	A
W	T	M	B	L	Y	Q	N	E	X	R	O	N
G	A	O	I	P	T	O	W	Y	S	F	N	O
I	P	C	A	B	R	O	N	C	H	I	A	I
U	I	C	V	B	I	Z	O	X	G	H	R	T
I	T	E	J	H	M	L	J	N	L	C	Y	A
K	S	R	S	U	O	R	E	C	N	A	C	P
C	N	V	I	N	H	O	Q	A	P	V	O	I
R	O	I	I	V	Y	A	W	R	X	A	N	T
Z	C	C	O	R	N	E	A	D	E	I	G	S
B	F	A	H	U	B	C	E	I	H	F	E	N
H	T	L	P	O	U	D	L	A	D	N	N	O
I	J	Q	C	K	L	T	G	C	O	L	I	C
S	R	O	X	E	I	E	S	Y	A	M	T	V
C	A	P	I	L	L	A	R	I	E	S	A	Z
H	G	W	L	A	I	H	C	A	R	B	L	O

The words in this word hunt can be found horizontally, vertically, or diagonally. Use a word hunt work sheet found in your classroom.

Words to use:

Cervical
Ciliary
Colic
Colonic
Cancerous
Capillaries
Congenital
Constipation
Constipated
Cornea
Coronary
Cardiac
Bile
Brachial
Bronchus
Bronchi
Cancer

MATCHING

DIRECTIONS: Read the definition and the four words under the definition. Write the word that matches the definition on a separate sheet of paper.

1. Plural of bronchus.

A. Brachial
B. Bile
C. Bronchi
D. Bronchus

2. Greenish colored liquid produced in the liver which helps in the digestion of fats.

A. Ciliary
B. Coronary
C. Cornea
D. Bile

3. Pertaining to the arm.

A. Bronchus
B. Cardiac
C. Cornea
D. Brachial

4. Large air passageway for breathing between the windpipe and smaller passages in the lungs.

A. Bronchus
B. Congenital
C. Cornea
D. Bronchi

5. Pertaining to the heart.

A. Congenital
B. Cardiac
C. Coronary
D. Ciliary

6. To do with cancer.

A. Capillaries
B. Colonic
C. Colic
D. Cancerous

7. Very tiny blood vessel between the smallest arteries and veins which carry blood and foods to the tissues.

A. Ciliary
B. Coronary
C. Capillaries
D. Bile

8. A malignant tumor.

A. Cancerous
B. Cancer
C. Bronchus
D. Cardiac

9. Affect with constipation.

A. Colic
B. Colonic
C. Ciliary
D. Constipated

10. Acute paroxysmal abdominal pain.

A. Bile C. Colic
B. Ciliary D. Constipation

11. Condition present at birth.

A. Congenital C. Constipated
B. Colic D. Cardiac

12. The transparent anterior part of the eye.

A. Cervical C. Colic
B. Colonic D. Cornea

13. Usually has to do with the blood vessels the heart circling muscle tissue.

A. Congenital C. Capillaries
B. Coronary D. Cardiac

14. Latin for neck, pertaining to neck; or the neck of the uterus.

A. Cervical C. Brachial
B. Coronary D. Bile

15. To do with eyelashes, hair or projections resembling hair.

A. Cornea C. Capillaries
B. Bronchi D. Ciliary

16. The large bowel or intestine.

A. Constipated C. Ciliary
B. Colonic D. Brachial

17. A condition characterized by abnormally infrequent and difficult evacuation of feces.

A. Constipated C. Constipation
B. Cancer D. Bile

WORD PUZZLE

DIRECTIONS: Find the word at the right of the page which fits a definition and has the same number of letters as the number of spaces provided in the corresponding line. Write the word on that line on the practice sheet in your classroom.

1. - - - -
2. - - - - - - - -
3. - - - - - - -
4. - - - - - - - -
5. - - - - - - - - - - -
6. - - - - - - -
7. - - - - - - - - -
8. - - - - - -
9. - - - - - - - -
10. - - - - - - - -
11. - - - - - -
12. - - - - - - -
13. - - - - - - - - - - -
14. - - - - -
15. - - - - - - - - - -
16. - - - - - - -
17. - - - - - - - - - - - -

Words From Which To Choose

Cardiac
Bile
Brachial
Cancer
Bronchi
Capillaries
Bronchus
Cancerous
Colic
Coronary
Cervical
Cornea
Colonic
Constipated
Ciliary
Congenital
Constipation

1. Secretion of the liver serving the digestive tract by breaking down fats physically so that lipase can digest them.
2. Pertaining to the arm.
3. Pertaining to the heart.
4. Large air passageway for breathing between the windpipe and smaller passages in the lungs.
5. Minute blood vessels between the arteries and venules or a similar channel conveying lymph.
6. More than one bronchus.
7. Pertaining to a cancer, or cancer-like.
8. Growth of abnormal tissue cells which may spread and invade other parts of the body.
9. Refers to the bones of the spinal column in the neck, or to the lower end of the uterus.
10. Encircling in the manner of a crown, a term applied to bl[illegible] vessels of the cardiac muscle.

11. Transparent anterior part of the eye.
12. Latin for hair, or hair-like.
13. Affected with constipation.
14. Acute paroxysmal abdominal pain.
15. Present at, and existing from the time of birth.
16. The large bowel or intestine.
17. Condition of hard to pass and infrequent stools.

DIRECTIONS: The meaning for each word is listed on the right side of the page. You are to match the correct definition to the word. Clue letters and the number of letters in each word appear on the left. All words are listed at the end of the exercise. Write your answers on a separate sheet of paper.

_ _ _ _ _ i _ _ _ i _ _	A condition of hard to pass and infrequent stools.
_ _ _ _ e _	The thin clear covering over the front colored part of the eye.
_ _ _ i _	Sharp pains in the abdomen which come and go.
_ _ _ _ e _	Growth of abnormal tissue cells which may spread and invade other parts of the body.
_ _ o _ _ _ _	More than one bronchus.
_ _ _ _ i _ _	Pertaining to the heart.
_ _ _ _ _ i _ _ _ _ _	To have constipation.
_ _ _ _ _ i _	Pertaining to the large bowel or intestine.
_ _ _ _ _ _ i _ _ _	Condition present at birth.
_ i _ _	A greenish colored liquid produced in the liver which helps in the digestion of fats.
_ _ _ _ _ i _ _	Pertaining to the arm.
_ _ _ _ e _ _ _ _	To do with cancer.
_ i _ i _ _ _	To do with eyelashes, hair or projections resembling hair.
_ _ _ o _ _ _ _	Usually has to do with the blood vessels, the heart circling muscle tissue.
_ _ _ i _ _ _ _ i _ _	A very tiny blood vessel between the smallest arteries and veins which carry blood and food to the tissues.

_ _ _ _ i _ _ _	Refers to the bones of the spinal column in the neck or to the lower end of the uterus.
_ _ o _ _ _ _ _	Large air passageway for breathing between the windpipe and smaller passages in the lungs.

Words To Use:

Bile
Brachial
Bronchus
Bronchi
Cancer
Cancerous
Capillaries
Cardiac
Cervical
Ciliary
Colic
Colonic
Congenital
Constipation
Constipated
Cornea
Coronary

CONTEXT CLUES

DIRECTIONS: Read the sentence and choose the appropriate answer to fill in the blank. Write answers on a separate sheet.

1. A baby crys a lot day and night because of a tummy ache is said to have______________.

   congenital, cornea, colic

2. During surgery the doctor found abnormal tissue which looked A.________________ so samples were sent to the lab for tests to see if it was malignant. The following day the lady was told she had B.________________.

   A. cancerous, constipated, congenital
   B. colic, coronary, cancer

3. George was_______________ so badly he had to be given a laxative.

   ciliary, constipated, constipation

4. Mack is having trouble digesting fats because his liver is not secreting any __________.

   bile, bronchi, bronchus

5. We all need our __________________ between the smallest arteries and veins to carry blood and food to the tissues.

   colonic, cervical, capillaries

6. The baby was born with a _________________ heart problem.

   colonic, congenital, bronchus

7. In the restaurant a man had a piece of steak lodged in his ______________________.

   cardiac, bronchus, brachial

8. Jeff and Steve were poking each other with pencils while the teacher was busy and Jeff accidently poked Steve in the eye and punctured his _________________.

   cornea, coronary, ciliary

9. If you have ____________________, you should eat plenty of fruit.

constipated, constipation, congenital

10. Another name to use to refer to the large bowel or intestine is ____________________.

colic, cervical, colonic

11. The plural of bronchus is ____________________.

bronchi, bronchus, brachial

12. If we are looking at the ________________, we are seeing the arm.

bronchus, brachial, bronchi

13. The ______________ are the blood vessels that encircle the heart.

cornea, colonic, coronary

14. Mascara is put on a part of the body described as _____________.

cardiac, ciliary, cervical

Answers to Word Hunt

F	B	C	F	P	S	A	C	Y	E	A	S	C
J	T	I	M	Z	L	E	R	B	K	U	C	B
O	D	U	G	D	Q	A	F	I	H	R	O	F
N	E	H	J	V	I	Z	K	C	L	N	R	A
W	T	M	B	L	Y	Q	N	E	X	R	O	N
G	A	O	I	P	T	O	W	Y	S	F	N	O
I	P	C	A	B	R	O	N	C	H	I	A	I
U	I	C	V	B	I	Z	O	X	G	H	R	T
I	T	E	J	H	M	L	J	N	L	C	Y	A
K	S	R	S	U	O	R	E	C	N	A	C	P
C	N	V	I	N	H	O	Q	A	P	V	O	I
R	O	I	I	V	Y	A	W	R	X	A	N	T
Z	C	C	O	R	N	E	A	D	E	I	G	S
B	I	A	H	U	B	C	E	I	H	F	E	N
H	T	L	P	O	U	D	L	A	D	N	N	O
I	J	Q	C	K	L	T	G	C	O	L	I	C
S	R	O	X	E	I	E	S	Y	A	M	T	V
C	A	P	I	L	L	A	R	I	E	S	A	Z
H	G	W	L	A	I	H	C	A	R	B	L	O

Answers to Matching

1C. Bronchi
2D. Bile
3D. Brachial
4A. Bronchus
5B. Cardiac
6D. Cancerous
7C. Capillaries
8B. Cancer
9D. Constipated
10C. Colic
11A. Congenital
12D. Cornea
13B. Coronary
14A. Cervical
15D. Ciliary
16B. Colonic
17A. Constipation

Answers to Word Puzzle

1. Bile
2. Brachial
3. Cardiac
4. Bronchus
5. Capillaries
6. Bronchi
7. Cancerous
8. Cancer
9. Cervical
10. Coronary
11. Cornea
12. Ciliary
13. Constipated
14. Colic
15. Congenital
16. Colonic
17. Constipation

Answers to Page 11 and 12

Constipation
Cornea
Colic
Cancer
Bronchi
Cardiac
Constipated
Colonic
Congenital
Bile
Brachial
Cancerous
Ciliary
Coronary
Capillaries
Cervical
Bronchus

Answers to Context Clues

1. Colic
2. A. Cancerous B. Cancer
3. Constipated
4. Bile
5. Capillaries
6. Congenital
7. Bronchus
8. Cornea
9. Constipation
10. Colonic
11. Bronchi
12. Brachial
13. Coronary
14. Ciliary

BINGO CALL SHEET

Directions: This game is played like any other regular Bingo game. The first person who covers a row of words going across, down or diagonally announces Bingo. The winner reads his/her Bingo row to the caller and the caller checks his/her list to make sure that those words were called.

Variation: The winner must read the Bingo row of words and also give a short definition of each word.

BILE - Greenish colored liquid produced in the liver which helps in the digestion of fats.

BRACHIAL - Pertaining to the arm.

BRONCHI - More than one bronchus.

CANCER - Malignant tumor.

CANCEROUS - To do with cancer.

CAPILLARIES - Very tiny blood vessel between the smallest arteries and veins which carry blood and foods to the tissues.

CARDIAC - Pertaining to the heart.

CERVICAL - Pertaining to the neck of the uterus.

CILIARY - Pertaining to hair.

COLIC - Sharp pains in the abdomen which come and go.

COLONIC - Large bowel or intestine.

CONGENITAL - Condition present at birth.

CONSTIPATION - Condition of hard to pass and infrequent stools.

CONSTIPATED - To have constipation.

CORNEA - Transparent anterior part of the eye.

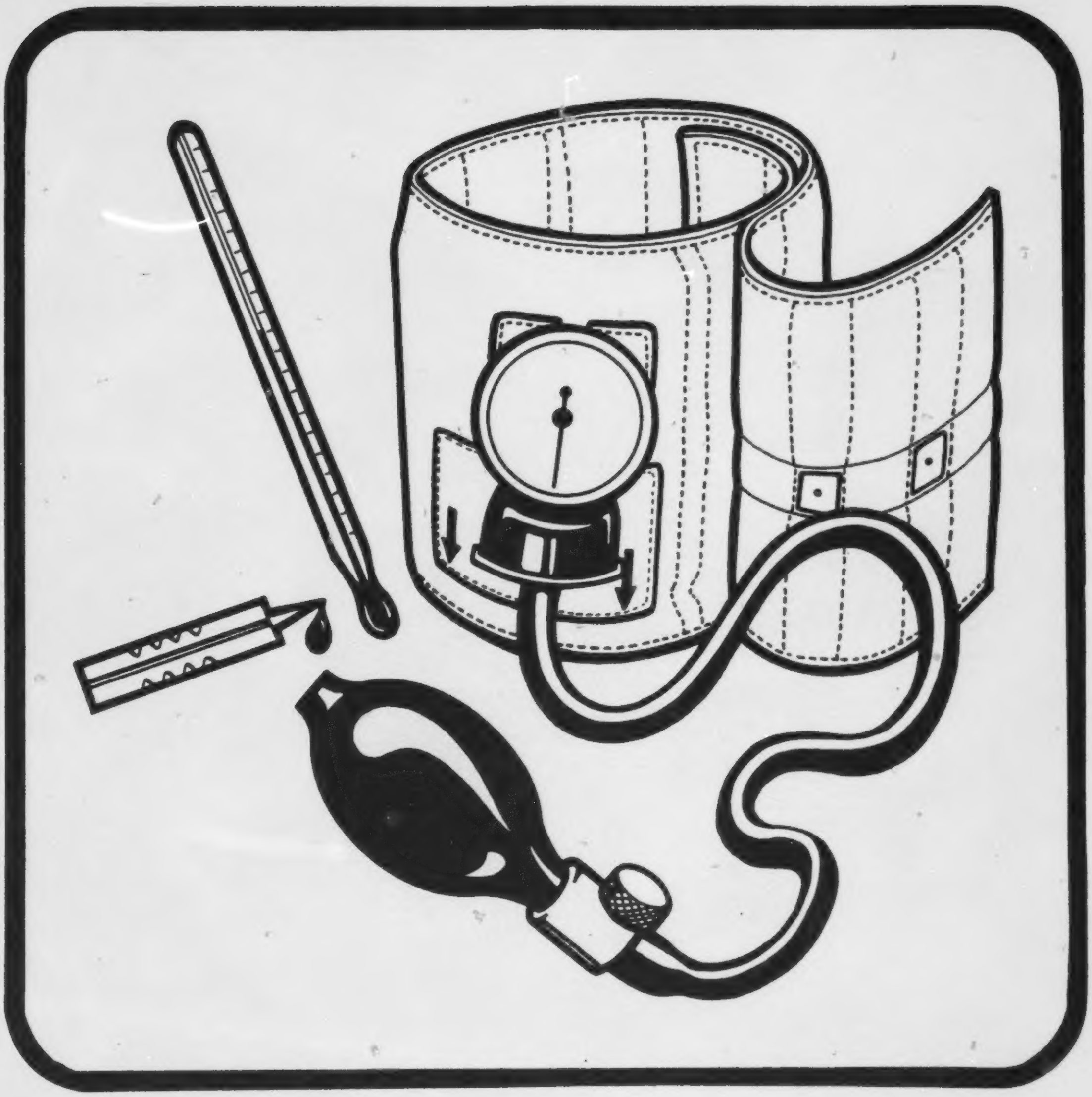
CORONARY - Usually has to do with the blood vessels the heart circling muscle tissue.

BILE	CARDIAC	BRONCHI	CILIARY
CORONARY	BRACHIAL	CERVICAL	CANCER
BRONCHUS	CONSTIPATED	CANCEROUS	COLIC
COLONIC	CAPILLARIES	CONGENITAL	CONSTIPATION

CILIARY	CORONARY	COLIC	COLONIC
CORNEA	CANCEROUS	CONSTIPATED	BILE
CAPILLARIES	CARDIAC	CERVICAL	BRONCHI
BRACHIAL	CONSTIPATION	CONGENITAL	CANCER

CARDIAC	BRACHIAL	CORONARY	COLIC
BILE	CERVICAL	CONSTIPATED	CANCER
CILIARY	BRONCHUS	CANCEROUS	CORNEA
CAPILLARIES	CONSTIPATION	BRONCHI	COLONIC

CONSTIPATED	CORONARY	CILIARY	BRONCHUS
BRACHIAL	CERVICAL	BILE	CONGENITAL
CANCER	COLIC	CONSTIPATION	CARDIAC
CORNEA	CANCEROUS	COLONIC	CAPILLARIES



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 006 **date:** July 1977 **level:**

skill title: How to Know the Meaning of Medical Words Number 3

developed & written by: Elaine and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

6 games for mod 4401 02 006

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 6 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Corpuscles
Cranial
Deferens
Dermis
Diarrhea
Diastolic
Diphtheria
Diverticulitis
D.N.A.
Dorsal
Ductus
Dysentery
Dysmenorrhea
Endocrine
Enema
Enteritis
Epidermis
Epididymis
Epimysium

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 6 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

CORPUSCLES	a) Any small mass, organ or body. b) Commonly refers to red or white blood cells.
CRANIAL	a) Pertaining to the cranium, crania (Latin). The skelton of the head exclusive of the mandible and facial bones. b) To do with the head, except the face, and jaw.
DEFERENS	a) Deferent, conducting or progressing away from a center or specific site of reference. b) From the term vas deferens, a small tube or vessel of the male reproductive system.
DERMIS	a) The true skin or corium. b) Skin.
DIARRHEA	a) Frequent vacuation of watery feces. b) Many watery bowel movements or stools.
DIASTOLIC	a) Refers to diastole, the dilation stage of the cardiac cycle. b) The relaxation stage of heart muscle.
DIPHTHERIA	a) An infectious disease caused by corynebacterium diptheriae. Characterized by formation of a false membrane in the throat and nose. b) A very bad sore throat, caused by a certain germ, which makes a gray covering over the throat.
DIVERTICULITIS	a) Inflammation of a diverticulum, (a pouch-like projection from the intestinal tract). b) Red, sore, swollen, pouch-like sacs on the intestinal wall.
D.N.A.	a) Deoxyribonucleic acid, a genetic element. b) The special substance which makes people what they are, passed from the parents. Those with large noses, long legs, black hair, etc.

a) primary
b) secondary

DORSAL	a) Directed toward or situated on the back surface, opposite of ventral. b) Meaning to the back, used as a term for direction on the body.
DUCTUS	a) A duct. b) For duct, an opening, or passageway.
DYSENTERY	a) Inflammation of the large intestine, with evacuation of liquid and bloody stools and tenesmus. b) Sore, irritated bowels with passage of many loose stools and mucus.
DYSMENORRHEA	a) Painful menstruation. b) Painful menstruation.
ENDOCRINE	a) Secreting internally, from a gland, into either tissue fluid or blood. b) To make inside or within the body-pertaining to internal secretions from glands.
ENEMA	a) Introduction of fluid into the rectum. b) To put fluid into the opening of the bowel by means of a tube.
ENTERITIS	a) Inflammation of the intestine. b) Inflammation of the small bowel.
EPIDERMIS	a) The outermost, nonvascular layer of the skin. b) The top layer of skin, which has little blood supply.
EPIDIDYMIS	a) An elongated cord-like structure along the posterior border of the testes. b) The first portion of the passageway of the male sperm from the back of the testes (where sperm is made) to the outside of the body.
EPIMYSIUM	a) The outer investment (fibrous sheath) of a striated muscle. b) The outer covering of a muscle.

WORD HUNT

A	C	H	K	D	O	R	S	A	L	B	F	G	P	B
D	M	O	A	E	D	E	F	E	R	E	N	S	X	H
S	I	N	R	D	J	Q	T	H	Y	L	W	I	C	Y
N	D	Y	S	M	E	N	O	R	R	H	E	A	F	A
C	U	I	Z	A	V	R	Q	R	D	G	P	D	I	Z
R	G	J	V	L	R	D	M	A	U	W	I	C	L	O
A	M	E	N	E	X	U	E	I	H	C	D	I	P	E
N	S	N	F	P	R	C	I	D	S	M	I	L	B	U
I	E	D	M	I	E	T	V	N	R	V	D	O	Q	J
A	L	O	O	D	E	U	I	T	X	Z	Y	T	F	C
L	C	C	S	E	N	S	O	C	S	B	M	S	H	W
K	S	R	U	R	T	B	J	H	U	G	I	A	G	F
N	U	I	Y	M	E	Z	R	N	Y	L	S	I	X	L
P	P	N	A	I	R	E	H	T	H	P	I	D	K	T
T	R	E	W	S	I	S	K	D	M	A	S	T	U	K
V	O	C	M	P	T	L	E	O	P	I	J	V	I	M
A	C	T	M	U	I	S	Y	M	I	P	E	C	S	S
D	N	Q	D	Y	S	E	N	T	E	R	Y	C	Q	R

The words in this word hunt can be found horizontally, vertically, or diagonally. Use the word hunt work sheet found in your classroom.

Words to Use:

- Corpuscles
- Cranial
- Deferens
- Dermis
- Diarrhea
- Diastolic
- Diphtheria
- Diverticulitis
- D.N.A.
- Dorsal
- Ductus
- Dystentery
- Dysmenorrhea
- Endocrine
- Enema
- Enteritis
- Epididymis
- Epimysium

MATCHING

DIRECTIONS: Match definition to corresponding word. Write the word and the letter of the correct definition on a separate sheet.

___Dysmenorrhea

___Diarrhea

___D.N.A.

___Ductus

___Enema

___Enteritis

___Dermis

___Endocrine

___Cranial

___Dysentery

___Corpuscles

___Diverticulitis

___Dorsal

___Diastolic

___Epimysium

___Diphtheria

___Deferens

___Epididymis

___Epidermis

a. Commonly refers to red or white blood cells.

b. Special substance which makes people what they are, passed from the parents.

c. True skin or corium.

d. From the term vas deferens, a small tube or vessel of the male reproductive system.

e. Relaxation stage of heart muscle.

f. Skeleton of the head exclusive of the mandible and facial bones.

g. Frequent evacuation of watery feces.

h. Very bad sore throat, caused by a certain germ, which makes a gray covering over the throat.

i. Red, sore, swollen, pouch-like sacs on the intestinal wall.

j. Meaning to the back, used as a term for direction on the body.

k. A duct.

l. Inflammation of the large intestine, with evacuation of liquid and bloody stools and tenesmus.

m. Painful menstruation.

n. Secreting internally, from a gland, into either tissue, fluid, or blood.

o. To put fluid into the opening of the bowel by means of a tube.

p. Outer investment of a striated muscle.

q. Elongated cord-like structure along the posterior border of the testes.

r. Top layer of skin, which has little blood supply.

s. Inflammation of the small bowel.

TRUE or FALSE

DIRECTIONS: Read the key words and definitions listed below. If the words and definitions are correctly matched, write true on a separate sheet of paper. If the words and definitions are not correctly matched, write the correct word on a seperate sheet.

	Key Word	Definitions
1.	Dorsal	Directed toward or situated on the back surface, opposite of ventral______________.
2.	Enema	Sore irritated bowels with passage of many loose stools and mucus__________________.
3.	Dysmenorrhea	The outer covering of a muscle____________.
4.	Epidermis	Outermost, nonvascular layer of the skin ________________.
5.	Epididymis	First portion of the passageway of the male sperm from the back of the testes to the outside of the body______________________.
6.	Dysentery	Inflammation of the intestine_____________.
7.	Epimysium	Introduction of fluid into rectum_________.
8.	Enteritis	A duct_____________________________________.
9.	Endocrine	To make inside or within the body, pertaining to internal secretions from glands________.
10.	Ductus	Painful menstruation_____________________.
11.	Dermis	True skin or corium______________________.
12.	Cranial	Skeleton of the head exclusive of the mandible and facial bones________________.
13.	Diastolic	Refers to diastole, the dilation stage of the cardiac cycle________________________.
14.	Corpuscles	Deoxyribonucleic acid, a genetic element _________________.
15.	Deferens	Commonly refers to red or white blood cells________________________________.
16.	Diarrhea	Inflammation of a diverticulum____________.
17.	D.N.A.	An infectious disease caused by corynebacterium diphtheria________________.
18.	Diverticulitis	Deferent, conducting or progressing awav from a center or specific site of reference _________________________.
19.	Diphtheria	Many watery bowel movements_______________.

DIRECTIONS: The meaning for each word is listed on the right side of the page. You are to match the correct definition to the word. Clue letters and the number of letters in each word appear on the left. All words are listed at the end of the exercise. Write the correct word on a separate sheet.

_ e _ _ _ _	The true skin.
_ _ _ e _ i _ _ _	Inflammation of the intestine.
_ _ _ e _ _ _ _ _	Sore, irritated bowels with passage of many loose stools and mucus.
_ _ e _ _	To put fluid into the opening of the bowel by means of a tube.
_ _ _ _ _ _ _ _ e _	Commonly refers to red or white blood cells.
_ _ i _ i _ _ _ _ _	The first portion of the passageway of the male sperm from the back of the testes (where sperm is made) to the outside of the body.
_ i _ _ _ _ _ _ i _	A very bad sore throat, caused by a certain germ, which makes a gray covering over the throat.
_ _ _ _ i _ _	The skeleton of the head except the face and jaw.
_ _ _ _ u _	A duct, an opening, or passageway.
_ _ i _ _ _ _ _ _	The outer covering of a muscle.
_ _ i _ _ _ _ _ _	The top layer of skin, which has little blood supply.
_ _ a _ _ _ _ i _	The relaxation stage of heart muscle.
_ i _ _ _ _ i _ _ _ i _ _ _	Red, sore, swollen, pouch-like sacs on the intestinal wall.
_ _ _ _ a _	Meaning to the back, used as a term for direction on the body.
_ _ _ e _ e _ _	A small tube or vessel of the male reproductive system.
_ _ _ _ _ _ i _ _	Internal secretions from glands, into either tissue fluid or blood.
_ i _ _ _ _ _ _	Many watery bowel movements or stools.

_ _ a	The special substance which makes people what they are, passed from the parents. Example: large noses, long legs, black hair, etc.
_ _ _ _ e _ o _ _ _ _ _	Painful menstruation.

Words to use:

Corpuscles
Cranial
Deferens
Dermis
Diarrhea
Diastolic
Epidermis
Diphtheria
Diverticulitis
D.N.A.
Dorsal
Ductus
Dysentery
Dysmenorrhea
Endocrine
Enema
Enteritis
Epididymis
Epimysium

CONTEXT CLUES

DIRECTIONS: Read the sentence and choose the appropriate answer to fill in the blank. Write the answers on a separate sheet.

1. George was constipated for four days so the doctor ordered him an A. ____________________. A few days later his problem reversed and he had B. ______________________.

   A. enema, epididymis, epimysium
   B. diphtheria, diarrhea, deferens

2. A reduction in blood especially red blood ____________________ result in anemia.

   D.N.A., cranial, corpuscles

3. Red, sore, swollen pouch-like sacs on the wall of the intestine is called ___________________________.

   deferens, diverticulitis, dysmenorrhea

4. Carol laid in the sun for the month of July to get her ___________________ tan.

   epididymis, enteritis, epidermis

5. If your heart muscle is in the relaxation stage, it is _________.

   deferens, diastolic, deoxyribonucleic

6. Sometimes when a baby is born and cannot produce tears a _____________________ can be opened to allow them to flow.

   ductus, dorsal, dermis

7. My nose is pug and my eyes are brown because of my ______________.

   diastolic, dysmenorrhea, D.N.A.

8. Carolann had a very sore throat and the doctor could see a gray covering over the area so he immediately diagnosed ___________.

   cholera, diphtheria, dysentery

9. The baby needed vaseline on the A. _____________________ side to help get rid of a nasty rash on its B. _____________________.

   A. dorsal, ductus, diastolic
   B. D.N.A., endocrine, dermis

10. ______________________ would be very close to diarrhea except blood may be present in the loose stools.

diarrhea, dysentery, dysmenorrhea

11. At one time or another I think all girls go through____________.

dysmenorrhea, dysentery, deferens

12. Inflammation of the small bowel or intestine is called__________.

epidermis, epididymis, enteritis

13. The man came into the lobby and hit the guard on the ___________.

coronary, cranial, congential

14. When we disected frogs in boilogy, we had to cut through the _______________ to study the muscles.

epimysium, enteritis, endocrine

15. __________________ is a term associated with the male reproductive system.

dermis, deferens, diastolic

16. The first portion of the passageway of the male sperm from the back of the testes to the outside of the body is called the __________________.

epidermis, epimysium, epididymis

17. The ____________________ glands secrete internally from a gland to tissue fluid or blood.

endocrine, enteritis, exocrine

Answers to Word Hunt

A	C	H	K	D	O	R	S	A	L	B	F	G	P	B
D	M	O	A	E	D	E	F	E	R	E	N	S	X	H
S	I	N	R	D	J	Q	T	H	Y	L	W	I	C	Y
N	D	Y	S	M	E	N	O	R	R	H	E	A	F	A
C	U	I	Z	A	V	R	Q	R	D	G	P	D	I	Z
R	G	J	V	L	R	D	M	A	U	W	I	C	L	O
A	M	E	N	E	X	U	E	I	H	C	D	I	P	E
N	S	N	F	P	R	C	I	D	S	M	I	L	B	U
I	E	D	M	I	E	T	V	N	R	V	D	O	Q	J
A	L	O	O	D	E	U	I	T	X	Z	Y	T	F	C
L	C	C	S	E	N	S	O	C	S	B	M	S	H	W
K	S	R	U	R	T	B	J	H	U	G	I	A	G	F
N	U	I	Y	M	E	Z	R	N	Y	L	S	I	X	L
P	P	N	A	I	R	E	H	T	H	P	I	D	K	T
T	R	E	W	S	I	S	K	D	M	A	S	T	U	K
V	O	C	M	P	T	L	E	O	P	I	J	V	I	M
A	C	T	M	U	I	S	Y	M	I	P	E	C	S	S
D	N	Q	D	Y	S	E	N	T	E	R	Y	C	Q	R

Answers to Matching

m Dysmenorrhea

g Diarrhea

b D.N.A.

k Ductus

o Enema

s Enteritis

c Dermis

n Endocrine

f Cranial

l Dysentery

a Corpuscles

i Diverticulitis

j Dorsal

e Diastolic

p Epimysium

h Diphtheria

d Deferens

q Epididymis

r Epidermis

Answers to True or False

1.	Dorsal	true
2.	~~Enema~~	Dysentery
3.	~~Dysmenorrhea~~	Epimysium
4.	Epidermis	true
5.	Epididymis	true
6.	~~Dysentery~~	Enteritis
7.	~~Epimysium~~	Enema
8.	~~Enteritis~~	Ductus
9.	Endocrine	true
10.	~~Ductus~~	Dysmenorrhea
11.	Dermis	true
12.	Cranial	true
13.	Diastolic	true
14.	~~Corpuscles~~	D.N.A.
15.	~~Deferens~~	Corpuscles
16.	~~Diarrhea~~	Diverticulitis
17.	~~D.N.A.~~	Diphtheria
18.	~~Diverticulitis~~	Deferens
19.	~~Diphtheria~~	Diarrhea

Answers to Page 9 & 10

Dermis

Enteritis

Dysentery

Enema

Corpuscles

Epididymis

Diphtheria

Cranial

Ductus

Epimysium

Epidermis

Diastolic

Diverticulitis

Dorsal

Deferens

Endocrine

Diarrhea

D.N.A.

Dysmenorrhea

Answers to Context Clues

1A. Enema
B. Diarrhea

2. Corpuscles

3. Diverticulitis

4. Epidermis

5. Diastolic

6. Ductus

7. D.N.A.

8. Diphtheria

9A. Dorsal
B. Dermis

10. Dysentery

11. Dysmenorrhea

12. Eneritis

13. Cranial

14. Epimysium

15. Deferens

16. Epididymis

17. Endocrine

BINGO CALL SHEET

Directions: This game is played like any other regular Bingo game. The first person who covers a row of words going across, down or diagonally announces Bingo. The winner reads his/her Bingo row to the caller and the caller checks his/her list to make sure that those words were called.

Variation: The winner must read the Bingo row of words and also give a short definition of each word.

DORSAL - Meaning to the back, used as a term for direction on the body.

DUCTUS - A duct.

DYSENTERY - Sore, irritated bowels with passage of many loose stools and mucus.

DYSMENORRHEA - Painful menstruation.

ENDOCRINE - Secreting internally, from a gland, into either tissue, fluid or blood.

ENEMA - Introduction of fluid into the rectum.

ENTERITIS - Inflammation of the intestine.

EPIDERMIS - Outermost, nonvascular layer of the skin.

EPIDIDYMIS - An elongated cord-like structure along the posterior border of the testes.

EPIMYSIUM - Outer covering of a muscle.

CORPUSCLES - Commonly refers to red or white blood cells.

CRANIAL - To do with the head, except the face and jaw.

DEFERENS - Deferent, conducting or progressing away from a center or specific site.

DERMIS - Skin.

DIARRHEA - Many watery bowel movements.

DIASTOLIC - Relaxation stage of heart muscle.

DIPHTHERIA - Very bad sore throat, caused by a certain germ, which makes a gray covering over the throat.

DIVERTICULITIS - Red, sore, swollen, pouch-like sacs on the intestinal wall.

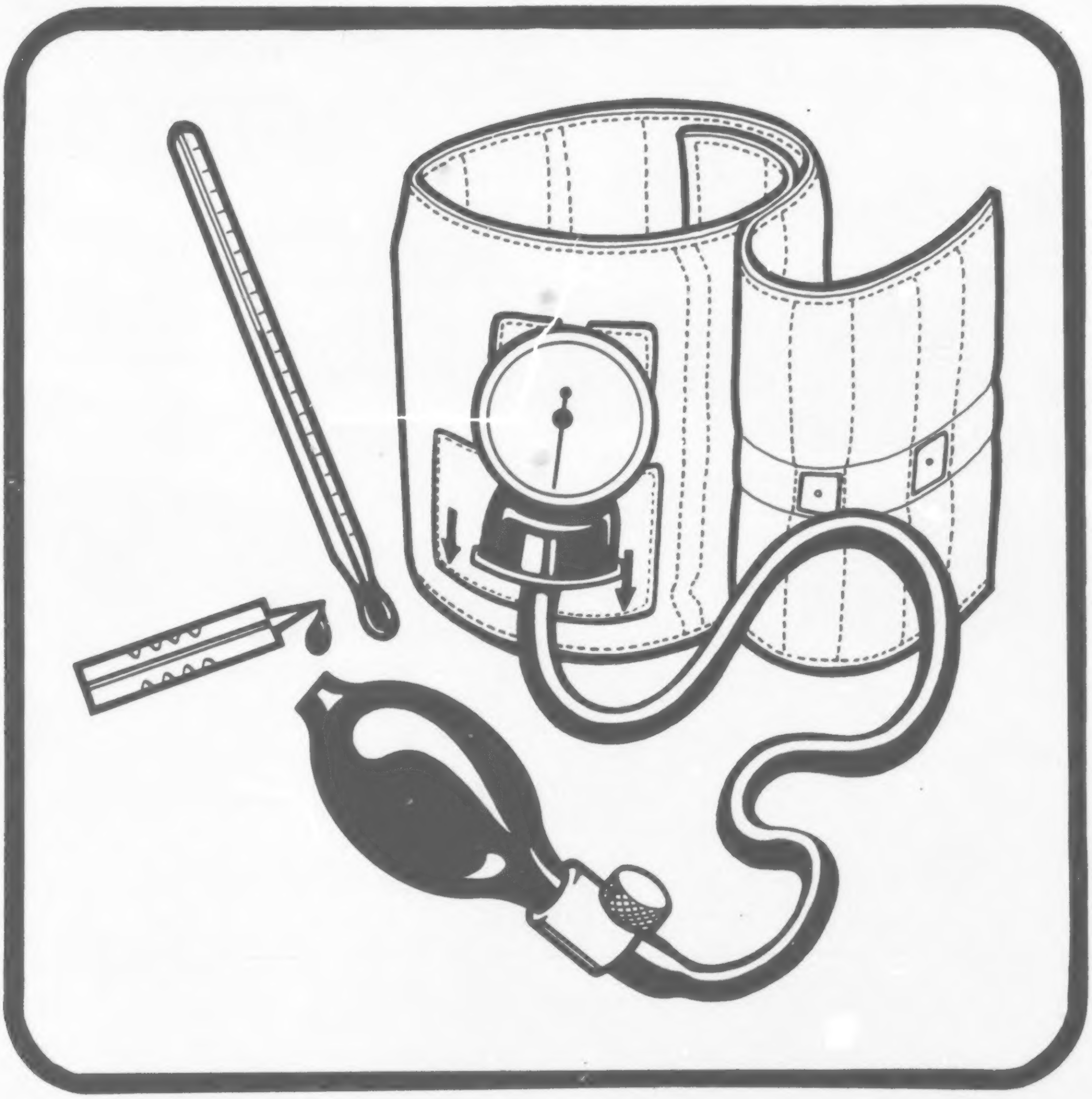
D.N.A. - Special substance which makes people what they are, passed from the parents.

DYSMENORRHEA	DUCTUS	ENTERITIS	CORPUSCLES
EPIDIDYMIS	ENEMA	DORSAL	EPIDERMIS
DYSENTERY	EPIMYSIUM	ENDOCRINE	CRANIAL
DERMIS	DIARRHEA	DEFERENS	DIASTOLIC

ENTERITIS	D.N.A.	DIARRHEA	DEFERENS
CRANIAL	DIASTOLIC	DIPHTHERIA	DERMIS
DIVERTICULITIS	EPIDERMIS	CORPUSCLES	ENEMA
EPIDIDYMIS	EPIMYSIUM	ENDOCRINE	DYSENTERY

EPIMYSIUM	DYSENTERY	EPIDERMIS	DYSMENORRHEA
DUCTUS	EPIDIDYMIS	D.N.A.	ENEMA
DORSAL	ENDOCRINE	ENTERITIS	DIPHTHERIA
DERMIS	DIARRHEA	DIASTOLIC	DIVERTICULITIS

ENDOCRINE	CORPUSCLES	D.N.A.	DYSMENORRHEA
DORSAL	DIARRHEA	DEFERENS	ENEMA
DUCTUS	CRANIAL	DERMIS	DIVERTICULITIS
DYSENTERY	DIASTOLIC	DIPHTHERIA	ENTERITIS



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 007 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words Number 4

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 007

WE WILL KNOW YOU CAN DO THIS WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

- Eqithelial
- Exocrine
- Fallopian
- Fascia
- Fecal
- Feces
- Fetus
- Fibroids
- Ganglia
- Gastritis
- Gastroenteritis
- Gland
- Gonorrhea
- Groin
- Hemorrhage
- Hemorrhoids
- Hepatic
- Herpes Zoster
- Hili (Hilus) or Hilum
- Hormone

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete the game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

EPITHELIAL	a) Refers to cellular substance of skin and mucous membrane. b) To do with skin cells.
EXOCRINE	a) Secreting externally, usually from a gland. b) To make and flow outside the body (from a gland).
FALLOPIAN	a) Fallopian Tube - a passageway which the ovum passes through and where it may be fertilized on the way to the uterus. b) A name for a tube in the female reproductive system for passage of egg to womb.
FASCIA	a) A band or sheet of tissue covering and connecting muscles. b) Same as a.
FECAL	a) Refers to feces. b) To do in the bowels. Waste from digested food.
FECES	a) Excrement discharged from the bowels. b) Waste product of digested food.
FETUS	a) The developing young in the uterus; applied especially to the human young from the seventh to the ninth week of gestation, until birth. b) Name for human baby after the second month of pregnancy until birth.
FIBROIDS	a) Resembling fiber or a fibrous structure. b) A firm mass or tumor, not cancer.
GANGLIA	a) A form of cystic tumor on an aponeurosis or tendon. b) A hollow, fluid filled mass or cystic tumor on a tendon.
GASTRITIS	a) Inflammation of the stomach. b) Irritated, tissue of the stomach wall. (The pouch-like organ which holds and churns food to be digested).

	a) primary	b) secondary
GASTROENTERITIS	a) Inflammation of the stomach and intestine.	b) Same as a.
GLAND	a) An organ that produces a specific product or secretion.	b) A kind of tissue that makes a substance given off into the blood.
GONORRHEA	a) Inflammation of the genital mucous membrane, caused by Neisseria Gonorrheae.	b) A disease of the sex organs, caused by a certain spread germ. Caught by sexual contact or blood of those with disease. A venereal disease. (V.D.)
GROIN	a) The junction of the abdomen and thigh.	b) The spot where the upper leg and abdomen meet.
HEMORRHAGE	a) Escape of blood from the blood vessels.	b) Bleeding usually refers to more than a normal amount.
HEMORRHOIDS	a) A vascular tumor of the rectal mucous membrane.	b) An enlarged blood vessel near the outer opening of the lower end of the bowel.
HEPATIC	a) Pertaining to the liver. From the Latin word "Hepar" meaning liver.	b) To do with the liver.
HERPES ZOSTER (Shingles) or HERPES SIMPLEX	a) Skin disease marked by clusters of small vesicles.	b) A disease with little watery blisters.
HILI (HILUS) or HILUM	a) A depression at the entrance and exit of vessels, nerves and duct into a gland or organ.	b) A depression where vessels enter or leave an organ.
HORMONE	a) A chemical substance produced in an organ, which being carried to an associated organ by the blood stream, excites in the latter organ a functional activity.	b) Body chemical made in a gland which starts a particular activity in the body. For example, estrogen from the ovaries makes femal development start, at puberty.

BINGO CALL SHEET

Directions: This game is played like any other regular Bingo game. The first person who covers a row of words going across, down, or diagonally announces Bingo. The winner reads his/her Bingo row to the caller and the caller checks his/her list to make sure that those words were called.

Variation: The winner must read the Bingo row of words and also give a short definition of each word.

EPITHELIAL - To do with skin cells.

FASCIA - A band or sheet of tissue covering and connecting muscles.

FECES - Waste product of digested food.

GANGLIA - A hollow, fluid filled mass or cystic tumor on a tendon.

FETUS - Name for human baby after the second month of pregnancy until birth.

FALLOPIAN - A name for a tube in the female reproductive system for passage of egg to womb.

EXOCRINE - Secreting externally, usually from a gland.

FECAL - Refers to feces.

FIBROIDS - A firm mass or tumor, not cancer.

GASTRITIS - Inflammation of the stomach.

GROIN - The junction of the abdomen and thigh.

HEPATIC - To do with the liver.

HILI OR HILUM - A depression where vessels enter or leave an organ.

HEMORRHOIDS - A vascular tumor of the rectal mucous membrane.

GONORRHEA - Inflammation of the genital mucous membrane.

HERPES - Skin disease marked by clusters of small vesicles.

GLAND - A kind of tissue that makes a substance given off into the blood.

GASTROENTERITIS - Inflammation of the stomach and intestine.

HEMORRHAGE - Escape of blood from the blood vessels.

HORMONE - Body chemical made in a gland which starts a particular activity in the body.

HERPES	GROIN	HILI	FIBROIDS
GASTRITIS	HORMONE	GONORRHEA	HEMORRHOIDS
GLAND	GANGLIA	HEPATIC	GASTROENTERITIS
HEMORRHAGE	FETUS	FALLOPIAN	FECES

FECAL	EPITHELIAL	FETUS	FASCIA
EXOCRINE	GANGLIA	FALLOPIAN	GLAND
GASTROENTERITIS	FECES	FIBROIDS	HEMORRHAGE
GASTRITIS	GROIN	GONORRHEA	HEMORRHOIDS

FETUS	EPITHELIAL	HEMORRHOIDS	GROIN
GLAND	FASCIA	GONORRHEA	GASTROENTERITIS
HEMORRHAGE	EXOCRINE	HEPATIC	FECES
FIBROIDS	FALLOPIAN	FECAL	GANGLIA

FECES	EPITHELIAL	FASCIA	HILUM
GALLOPIAN	GANGLIA	HORMONE	GASTRITIS
FIRBROIDS	EXOCRINE	FECAL	HEPATIC
GLAND	FETUS	HERPES	HEMORRHOIDS

GHOST

DIRECTIONS: Read the definition and fill-in the missing letters of the word that matches it. To help you, the words have all been listed at the end of the exercise. (There are two extra words). Use a separate sheet on which to write the words.

1.	_ l _ _ _	An organ that produces a specific product or secretion.
2.	_ _ m _ r _ _ _ _ _ s	An enlarged blood vessel near the outer opening of the lower end of the bowel.
3.	h _ _ p _ _ _ _ _ _ _ _	A disease with little watery blisters.
4.	_ _ r _ o _ _	Body chemical made in a gland which starts a particular activity in the body.
5.	h _ _ _ t _ _	Pertaining to the liver.
6.	_ _ n o _ _ _ _ a	A disease of the sex organs, caused by a certain spread germ.
7.	_ _ _ t r o _ _ _ _ r _ _ _ _	Inflammation of the stomach and intestine.
8.	_ r _ _ _	The spot where the upper leg and abdomen meet.
9.	_ _ _ _ r r _ _ g _	Bleeding usually refers to more than a normal amount.
10.	_ i _ _ m	A depression at the entrance and exit of vessels, nerves and duct into a gland or organ.
11.	_ _ _ _ _ _ _ _ _ _	To do with skin cells.
12.	_ a _ _ i _	A band or sheet of tissue covering and connecting muscles.
13.	f _ _ u _	The developing young in the uterus; applied especially to the human young from the seventh to the ninth week of gestation, until birth.

14. _ _ b _ _ i _ _ Resembling fiber or a fibrous structure.

15. _ _ s _ r _ t _ _ Irrated, tissue of the stomach wall.

16. e _ _ c _ _ _ _ To make and flow outside the body (from a gland).

17. _ a _ _ o _ _ _ _ A passageway which the ovum passes through and where it may be fertilized on the way to the uterus.

18. _ e _ a _ To do in the bowels, waste from digested food.

19. _ e _ e _ Waste produce of digested food.

20. _ a n _ _ i _ A form of cystic tumor on an aponeurosis or tendon.

Words to use:

Gastroenteritis
Exocrine
Fecal
Fibroids
Herpes Zoster
Gonorrhea
Hepatic
Hilum

Hormone
Epithelial
Fascia
Fetus
Gastritis
Gland
Hemorrhoids

Hili
Hilus
Groin
Fallopian
Feces
Ganglia
Hemorrhage

MATCHING

DIRECTIONS: Put the correct letter of the definition in front of the word. Write the word and answers on a separate sheet.

____Gastritis

____Ganglia

____Fibroids

____Fetus

____Feces

____Fecal

____Fascia

____Fallopian

____Exocrine

____Epithelial

____Hormone

____Hili (Hilus) or Hilum

____Herpes Zoster

____Hepatic

____Hemorrhoids

____Hemorrhage

a. To do in the bowels, waste from digested food.

b. Bleeding usually refers to more than a normal amount.

c. A depression where vessels enter or leave an organ.

d. Inflammation of the stomach.

e. A firm mass or tumor, not cancer.

f. A body chemical made in a gland which starts a particular activity in the body. For example; estrogen from the ovaries makes female development start at puberty.

g. To do with the liver.

h. A hollow, fluid filled mass or cystic tumor on a tendon.

i. A kind of tissue that makes a substance given off into the blood.

j. Irritated tissue of the stomach wall.

k. A disease of the sex organs, caused by a certain spread germ. Caught by sexual contact or blood of those with the disease.

l. Name for human baby after the second month of pregnancy until birth.

m. Refers to cellular substance of skin and mucous substance.

n. The junction of the abdomen and thigh.

o. A band or sheet of tissue covering and connecting muscles.

p. A name for a tube in the female reproductive system for passage of the egg to the womb.

____Groin

____Gonorrhea

____Gland

____Gastroenteritis

q. Secreting externally, usually from a gland.

r. A disease with little watery blisters.

s. An enlarged blood vessel near the outer opening of the lower end of the bowel.

t. Waste product of digested food.

Scrambled Words

DIRECTIONS: The definition is given but the word is scrambled. Write the correct word on a separate sheet.

SETUF ____________	Name for human baby after the second month of pregnancy until birth.
ORINXECE ____________	Secreting externally, usually from a gland.
LNDAG ____________	A kind of tissue that makes a substance given off into the blood.
EOMORHN ____________	Body chemical made in a gland which starts a particular activity in the body. For example; estrogen from the ovaries makes female development start at puberty.
TIAPEHC ____________	To do with the liver.
ACAIFS ____________	A band or sheet of tissue covering and connecting muscles.
SEEFC ____________	Waste product of digested food.
SISITTRAG ____________	Irritated tissue of the stomach wall.
ORGNI ____________	The junction of the abdomen and thigh.
AAGGLNI ____________	A hollow, fluid filled mass or cystic tumor on a tendon.
LILIHTEAPE ____________	Refers to cellular substance of skin and mucous membrane.
MHGEAOHRE ____________	Bleeding usually refers to more than a normal amount.

GSITITREEONTRSA ________________	Inflammation of the stomach and the intestine.
EEHRSP TRESZO ________________	A disease with little watery blisters.
BRFSDIIO ________________	A firm mass or tumor, not cancer.
OOGRRHNAE ________________	A disease of the sex organs, caused by a certain spread germ. Caught by sexual contact or blood of those with disease.
LEFAC ________________	To do in the bowels, waste from digested food.
IILH ________________	A depression where vessels enter or leave an organ.
EORRIOSHDMH ________________	An enlarged blood ve[illegible]l near the outer opening of the lower [illegible]d of the bowel.
LLOAFPAIN ________________	A name for a tube in the female reproductive system for passage of egg to womb.

WORD LIST:

Epithelial
Exocrine
Fallopian
Fascia
Fecal
Feces
Fetus
Fibroids
Ganglia
Gastritis

Gastroenteritis
Gland
Gonorrhea
Groin
Hemorrhage
Hemorrhoids
Hepatic
Herpes Zoster
Hili or Hilum
Hormone

Answers to Ghost

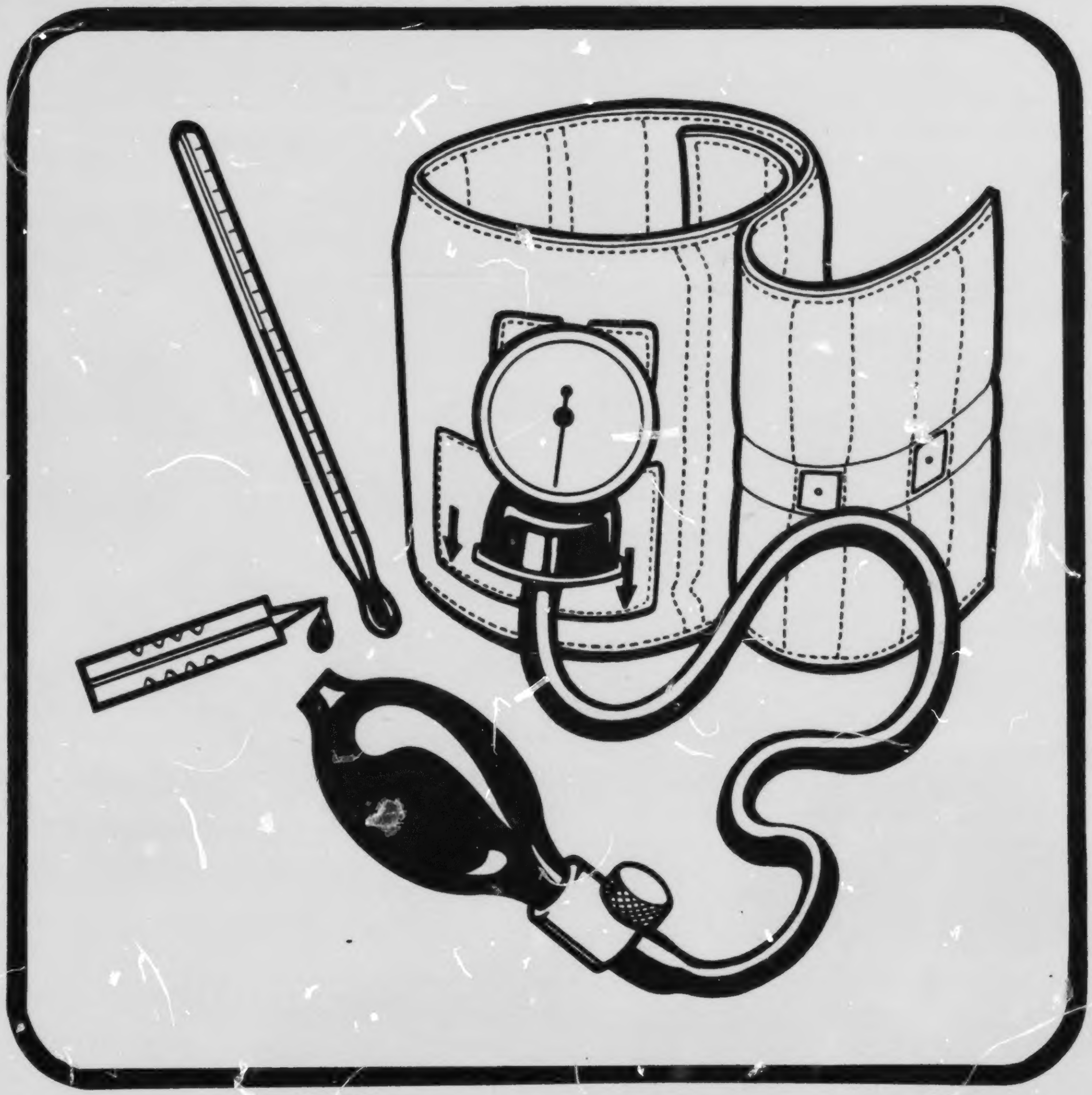
1. Gland
2. Hemorrhoids
3. Herpes Zoster
4. Hormone
5. Hepatic
6. Gonorrhea
7. Gastroenteritis
8. Groin
9. Hemorrhage
10. Hilum
11. Epithelial
12. Fascia
13. Fetus
14. Fibroids
15. Gastritis
16. [illegible]
17. Fallopian
18. Fecal
19. Feces
20. Ganglia

Answers to Matching

j Gastritis
h Ganglia
e Fibroids
l Fetus
t Feces
a Fecal
o Fascia
p Fallopian
q Excroine
m Epithelial
f Hormone
c Hili (Hilus) or Hilum
r Herpes Zoster
g Hepatic
s Hemorrhoids
b Hemorrhage
n Groin
k Gonorrhea
i Gland
d Gastroenteritis

Answers to Scrambled Words

1. Fetus
2. Exocrine
3. Gland
4. Hormone
5. Hepatic
6. Fascia
7. Feces
8. Gastritis
9. Groin
10. Ganglia
11. Epithelial
12. Hemorrhage
13. Gastroenteritis
14. Herpes Zoster
15. Fibroids
16. Gonorrhea
17. Fecal
18. Hili
19. Hemorrhoids
20. Fallopian



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 008 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words Number 5

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 008

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

- Hyperopia
- Hypertension
- Hysterectomy
- Influenza
- Intercostal
- Intestinal
- Intestines
- Lacrimation
- Laxatives
- Leukemia
- Leukorrhea
- Lumbar
- Lumbosacral
- Lung
- Lymph

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

HYPEROPIA	a)	Focusing of parallel rays behind the retina.
	b)	Farsightedness - ability to see distant things more clearly.
HYPERTENSION	a)	Abnormally high tension; especially high blood pressure.
	b)	Commonly refers to high blood pressure.
HYSTERECTOMY	a)	Surgical removal of the uterus or womb.
	b)	Same as a.
INFLUENZA	a)	An acute infectious epidemic disease marked by depression, distressing fever, acute catarrhal inflammation of the nose, larynx, bronchi, neurologic and muscular pains, gastro-intestinal pains and disorder, headache, insomnia, and convulsions.
	b)	Flu - disease which can be mild to severe, with a great number of body reactions.
INTERCOSTAL	a)	Situated between the ribs.
	b)	Between the ribs.
INTESTINAL	a)	Pertaining to the intestines.
	b)	Same as a.
INTESTINES	a)	Membranous tube extending from the stomach to the anus. The first, longer and narrow portion is the small intestine and the larger shorter portion is the large intestine.
	b)	Bowels.
LACRIMATION	a)	The secretion and discharge of tears.
	b)	Crying or flowing of tears.
LAXATIVES	a)	Mildly aperient medicine.
	b)	A medicine or drug which speeds up the passage of bowel waste.

a) primary
b) secondary

LEUKEMIA	a) Leuk - white, emia - suffix for blood. Fatal disease with marked increase number of leukocytes (white blood cells). b) A deadly disease with high increase in white blood cells.
LEUKORRHEA	a) A whitish, viscous discharge from the vagina and uterine cavity. b) A white thick fluid which runs out of the birth canal.
LUMBAR	a) Pertaining to the loins. b) To do with the lower back. "Small of the back."
LUMBOSACRAL	a) Pertaining to the lumbar and sacral regions of the body and to the structures, especially the bones and joints, found in these areas. b) To do with the area of the back or spinal column from below the waist to the "tail bone."
LUNG	a) Either one of the pair of thoracic organs which serve for the aeration of the blood. b) One of the two parts of the body that takes in and lets out air (breathing), and takes oxygen from the air to give to the blood. The lungs are in the chest.
LYMPH	a) The fluid taken up and discharged by the lymphatics, also any watery fluid resembling the typical lymph. b) The watery fluid in the tissues like that which is in a blister.

WORD FILL-IN

DIRECTIONS: Read the definition and fill-in the appropriate word. The number given in parenthesis after each blank indicates the number of letters in the answer. To help you, the answer words are listed at the end of the exercise. Use a separate sheet.

1. ________________(11) The secretion and discharge of tears.
2. ________________(10) A whitish, viscous discharge from the vagina and uterine cavity.
3. ________________(11) Pertaining to the lumbar and sacral regions of the body and to the structures, especially the bones and joints, found in these areas.
4. ________________(5) The watery fluid in the tissues like that which is in a blister.
5. ________________(6) To do with the lower back, "small of the back."
6. ________________(8) Fatal disease with marked increase number of leukocytes.
7. ________________(9) A medicine or drug which speeds up the passage of bowel waste.
8. ________________(4) One of the two parts of the body that takes in and lets out air, and takes oxygen from the air and gives to the blood.
9. ________________(12) Commonly refers to high blood pressure.
10. ________________(9) An acute infectious disease marked by depression, distressing fever, acute catarrhal inflammation of the nose, larynx, and bronchi, neurologic pains and disorder, headache, insomnia and convulsions.
11. ________________(10) Pertaining to the intestines.
12. ________________(11) Between ribs.
13. ________________(9) Farsightedness - ability to see distant things more clearly.
14. ________________(12) Surgical removal of the uterus or womb.
15. ________________(10) Bowels.

Words to use:

Hypertension
Intercostal
Lacrimation
Lumboscral
Lymph
Intestinal
Influenza
Hyperopia
Laxatives
Lumbar
Hysterectomy
Leukorrhea
Lung
Intestines
Leukemia

DIRECTIONS: The meaning for each word is listed on the right side of the page. You are to look at the definition and fill in the correct word on a separate sheet. Clue letters and the number of letters are supplied. All words are listed at the end of the exercise.

I _ _ _ u _ _ _ _	A disease which can be mild or severe, with a great number of body reactions - flu.
_ _ _ e _ _ e _ _ _ _ _	Abnormally high tension; especially high blood pressure.
_ a _ a _ _ _ _ _	A medicine or drug which speeds up the passage of bowel waste.
_ u _ _	One of the two parts of the body that takes in and lets out air (breathing), and takes oxygen from the air to give to the blood. The lungs are in the chest.
_ _ _ e _ _ i _ _ _	Pertaining to the intestines.
_ a _ _ i _ _ _ i _ _	The secretion and discharge of tears - crying.
_ _ _ e _ _ _ i _	Farsightedness - ability to see distant things more clearly.
_ _ m _ _	The watery fluid in the tissues like that which is in a blister.
_ _ m _ _ _	To do with the lower back, "small of the back "
_ _ _ e _ _ i _ _ _	Bowels. The first, longer and narrow portion is the small intestine and the larger shorter portion is the large intestine.
_ e _ _ _ _ _ _ e _	A thick, white fluid which runs out of the birth canal.
_ e _ _ e _ _ _	A deadly disease with high increase in white blood cells.
_ _ _ e _ _ _ _ _ a _	Situated between the ribs.
_ _ _ _ e _ e _ _ _ _ _	Surgical removal of the uterus or womb.
_ _ _ _ _ _ a _ _ a _	To do with the area of the back or spinal column from below the waist to the "tail bone."

Words to use:

Hysterectomy
Hyperopia
Intestinal
Lacrimation
Laxatives
Hypertension
Influenza
Intestines
Intercostal
Leukemia
Lumbosacral
Intercostal
Lymph
Lung
Leukorrhea

MATCHING

DIRECTIONS: Read the definition and the three words that follow. Choose the word that matches the definition and write it on a separate sheet.

1. Focusing of parallel rays behind the retina.

   A. Lacrimation B. Hyperopia C. Hypertension

2. Membranous tube extending from the stomach to the anus.

   A. Intercostal B. Leukorrhea C. Intestines

3. A disease which can be mild to severe, with a great number of body reactions.

   A. Influenza B. Hypertension C. Leukemia

4. Commonly refers to high blood pressure.

   A. Hypertension B. Hyperopia C. Lymph

5. Pertaining to the intestines.

   A. Intercostal B. Intestinal C. Lumbar

6. Surgical removal of the uterus or womb.

   A. Lacrimation B. Hysterectomy C. Lumbosacral

7. Situated between the ribs.

   A. Lymph B. Lumbar C. Intercostal

8. A deadly disease with high increase in white blood cells.

   A. Leukemia B. Intercostal C. Hyperopia

9. Pertaining to the loins.

   A. Lung B. Lumbar C. Leukorrhea

10. Crying or flowing of tears.

    A. Lacrimation B. Hypertension C. Lymph

11. The watery fluid in the tissues like that which is in a blister.

    A. Lymph B. Laxatives C. Lacrimation

12. To do with the area of the back or spinal column from below the waist to the "tail bone."

    A. Intestinal B. Lumbosacral C. Lumbar

13. Mildy aperient medicine.

    A. Lymph B. Laxatives C. Lumbosacral

14. A white, thick fluid which runs out of the birth canal.

    A. Leukorrhea B. Lacrimation C. Lymph

15. Either one of the pair of thoracic organs which serve for the aeration of the blood.

    A. Intercostal B. Lumbar C. Lung

Answers to Word Fill-In

1. Lacrimation
2. Leukorrhea
3. Lumbosacral
4. Lymph
5. Lumbar
6. Leukemia
7. Laxatives
8. Lung
9. Hypertension
10. Influenza
11. Intestinal
12. Intercostal
13. Hyperopia
14. Hysterectomy
15. Intestines

Answers to Pages 8 & 9

Influenza

Hypertension

Laxatives

Lung

Intestinal

Lacrimation

Hyperopia

Lymph

Lumbar

Intestines

Leukorrhea

Leukemia

Intercostal

Hysterectomy

Lumbosacral

Answers to Matching

1B. Hyperopia
2C. Intestines
3A. Influenza
4A. Hypertension
5B. Intestinal
6B. Hysterectomy
7C. Intercostal
8A. Leukemia
9B. Lumbar
10A. Lacrimation
11A. Lymph
12B. Lumbosacral
13B. Laxatives
14A. Leukorrhea
15C. Lung

INTERCOSTAL

HYSTERECTOMY

HYPEROPIA

LUNG

LUMBAR

INFLUENZA

HYPERTENSION

LYMPH

LUMBOSACRAL

LEUKORRHEA

INTESTINAL	INTESTINES
ONE OF THE TWO PARTS OF THE BODY THAT TAKES IN AND LETS OUT AIR (BREATHING) AND TAKES OXYGEN FROM THE AIR TO GIVE TO THE BLOOD, THE LUNGS ARE IN THE CHEST	MEMBRANOUS TUBE EXTENDING FROM THE STOMACH TO THE ANUS, THE FIRST, LONGER AND NARROW PORTION IS THE SMALL INTESTINE AND THE LARGER SHORTER PORTION IS THE LARGE INTESTINE
THE SECRETION AND DISCHARGE OF TEARS	A MEDICINE OR DRUG WHICH SPEEDS UP THE PASSAGE OF BOWEL WASTE
A DEADLY DISEASE WITH HIGH INCREASE IN WHITE BLOOD CELLS	TO DO WITH THE LOWER BACK, "SMALL OF THE BACK"
A WHITE THICK FLUID WHICH RUNS OUT OF THE BIRTH CANAL	TO DO WITH THE AREA OF THE BACK OR SPINAL COLUMN FROM BELOW THE WAIST TO THE "TAIL BONE"

LEUKEMIA

LACRIMATION

SURGICAL REMOVAL OF THE UTERUS OR WOMB

SITUATED BETWEEN THE RIBS

FARSIGHTEDNESS - ABILITY TO SEE DISTANT THINGS MORE CLEARLY

LAXATIVES

PERTAINING TO THE INTESTINES

FLU - A DISEASE, WHICH CAN BE MILD TO SEVERE, WITH A GREAT NUMBER OF BODY REACTIONS

THE WATERY FLUID IN THE TISSUES LIKE THAT WHICH IS IN A BLISTER

ABNORMALLY HIGH TENSION; ESPECIALLY HIGH BLOOD PRESSURE

medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 009 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words Number 6

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 009

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Lymphatic
Lumphocytes
Malignancies
Malnutrition
Mastectomy
Menopause
Menses
Menstrual
Mucosa
Mucosal
Mucous
Mucus
Myelogenous
Myoma
Myoneural
Myopia
Nausea
Neuralgic
Neuritis
Nonmenstrual
Ointment

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

LYMPHATIC	a) Pertaining to lymph. b) To do with lymph.
LYMPHOCYTES	a) A variety of leukocyte which arises in the lymph nodes. It has a single nucleus and nongranular protoplasm. b) A type of white blood cell with one nucleus (central mass).
MALIGNANCIES	a) Virulent and tending to go from bad to worse. b) A very serious and deadly condition.
MALNUTRITION	a) Lack of necessary food substances or improper absorption of them. b) A state of health where proper foods are not eaten or are not absorbed (digested or taken into) by the body.
MASTECTOMY	a) Excision of the breast. b) Surgical removal of the breast.
MENOPAUSE	a) Period when menstruation ceases. b) Change of life.
MENSES	a) The monthly flow of blood from the genital tract of women - menstruation. b) Bloody flow - occuring once a month from the female when not pregnant.
MENSTRUAL	a) Pertaining to the menses. b) To do with the female (menses) periods.
MUCOSA	a) Means mucous membrane. b) Body tissue which lines body openings and from which there is a flow of thick fluid.
MUCOSAL	a) Pertains to mucosa. b) Same as a.
MUCOUS	a) Resembling mucus or secreting mucus. b) Same as a.
MUCUS	a) A thick watery secretion of mucous glands. b) A thick watery fluid made in the special tissues to provide moisture.

a) primary
b) secondary

MYELOGENOUS	a) Produced in bone marrow. b) Made in the material in the center of the bone.
MYOMA	a) Any tumor formed of muscle tissue. b) A growth or mass of muscle tissue.
MYONEURAL	a) Pertaining to the muscle and nerve. b) Same as a.
MYOPIA	a) Ametropia in which paralled rays come to a focus in front of the retina - vision being better for near objects than far. b) Nearsightedness - short distance sight better than far.
NAUSEA	a) Tendency to vomit. b) The uneasy feeling that comes before vomiting. (Bringing up food from the stomach).
NEURALGIC	a) From neuralgia - pain in a nerve. b) Same as a.
NEURITIS	a) Inflammation of a nerve. b) Red, sore, swollen nerve.
NONMENSTRUAL	a) Without having menstrual periods. b) Same as a.
OINTMENT	a) A semi-solid preparation for external application to the body, official ointments consisting of medicinal substances incorporated in suitable vehicles. b) A paste or cream for putting on the skin, or other areas, which contain a medicine.

WORD FILL-IN

DIRECTIONS: Read the definition below. Think of a word which fits the definition and has the same number of letters as the number of spaces provided in the corresponding line. The words have been listed to make it easier for you. Write the words on a separate sheet.

1. _ _ _ _ _(5) A thick watery fluid made in the special tissue to provide moisture.
2. _ _ _ _ _ _(6) Ametropia in which parallel rays come to a focus in front of the retina - vision being better for near objects than far.
3. _ _ _ _ _ _ _ _ _(9) From neuralgia - pain in the nerve.
4. _ _ _ _ _ _ _ _ _(9) Pertaining to the muscle and nerve.
5. _ _ _ _ _(5) A growth or mass of muscle tissue.
6. _ _ _ _ _ _(6) The uneasy feeling that comes before vomiting.
7. _ _ _ _ _ _ _ _ _ _ _ _(12) Without having menstrual periods.
8. _ _ _ _ _ _ _ _(8) Red, sore, swollen nerve.
9. _ _ _ _ _ _ _ _(8) A paste or cream for putting on the skin, or other areas, which contains a medicine.
10. _ _ _ _ _ _ _ _ _ _ _(11) Made in the material in the center of the bone.
11. _ _ _ _ _ _ _ _ _(9) Pertaining to the lymph.
12. _ _ _ _ _ _ _ _ _ _(10) Surgical removal of the breast.
13. _ _ _ _ _ _ _ _ _(9) To do with the female periods.
14. _ _ _ _ _ _ _(7) Pertains to mucosa.
15. _ _ _ _ _ _(6) The monthly flow of blood from the genital tract of women - menstruation.

16. _ _ _ _ _ _ _ _ _ _ _(11) A type of white blood cell with one nucleus.

17. _ _ _ _ _ _(6) Body tissue which lines body openings and from which there is a flow of a thick fluid.

18. _ _ _ _ _ _ _ _ _ _ _ _(12) Virulent and tending to go from bad to worse.

19. _ _ _ _ _ _ _ _ _(9) Period when menstruation ceases.

20. _ _ _ _ _ _ _ _ _ _ _ _(12) A state of health where proper foods are not eaten or are not absorbed by the body.

21. _ _ _ _ _ _(6) Resembling mucus or secreting mucus.

Words to use:

Malnutrition
Lymphatic
Mucosa
Mucus
Lymphocytes
Menstrual
Nonmenstrual

Malignancies
Ointment
Neuralgic
Menopause
Myoma
Nausea
Mucous

Myelogenous
Neuritis
Menses
Myoneural
Mastectomy
Myopia
Mucosal

WORD HUNT

DIRECTIONS: The words in this word hunt can be found going forwards or backwards. Write the word on a separate sheet. A word list is provided at the end of the exercise.

MNOITIRTUNLAMS ____________	A state of health where proper foods are not eaten or are not absorbed (digested or taken into the body).
USANAUSEA ____________	The uneasy feeling that comes before vomiting.
MUCOUSALA ____________	Resembling mucus or secreting muscus.
AMOYMA ____________	A growth or mass of muscle tissue.
MONNONMENSTRUALIS ____________	Without having menstrual periods.
RUALTNEMTNION ____________	A paste or cream for putting on the skin, or other areas, which contains medicine.
NOMENOPAUSEL ____________	Change of life, when menstruation ceases.
SECITAHPMYLES ____________	To do with lymph.
MUASOCUML ____________	Body tissue which lines opening and from which there is a flow of thick fluid.
MUCOSALUM ____________	Pertains to mucosa.

MSAIPOYML ____________	Nearsightedness - short distance sight better than far.
MENOMENSTRUALMY ____________	To do with the female (menses) periods.
NONNEURITISICAL ____________	Red, sore, swollen nerve.
LACIGLARUENON ____________	From neuralgia - pain in a nerve.
MAYMOTCETSAM ____________	Surgical removal of the breast.
MUMUCUSAL ____________	A thick, watery fluid made in the special tissues to provide moisture.
MLYMPHOCYTESIES ____________	A type of white blood cells with one nucleus (central mass).
MALSEICNANGILAM ____________	A very serious and deadly condition.
MALMYELOGNENOUSYM ____________	Produced in the bone marrow.

Words to use:

- Malnutrition
- Lymphatic
- Lymphocytes
- Malignancies
- Mastectomy
- Menopause
- Menstrual
- Menses
- Mucosa
- Mucosal
- Mucous
- Myelogenous
- Mucus
- Myoma
- Myoneural
- Myopia
- Nonmenstrual
- Nausea
- Neuralgic
- Neuritis
- Ointment

MATCHING

DIRECTIONS: Read the definition in Column B and find the matching word in Column A. Write the word and the letter of the definition on the blank provided in front of the matching word.

COLUMN A		COLUMN B
____Menopause	a)	Pertaining to lymph.
____Mucus	b)	Change of life.
____Malnutrition	c)	Pertains to mucosa
____Mucosa	d)	Excision of the breast.
____Lymphatic	e)	A very serious and deadly condition.
____Lymphocytes	f)	A type of white blood cells with one nucleus.
____Nausea	g)	Lack of necessary food substances or improper absorption of them.
____Mastectomy	h)	Bloody flow - occuring once a month from the female when not pregnant.
____Myoneural	i)	Means mucous membrane.
____Myopia	j)	Pertaining to the menses.
____Mucosal	k)	Resembling mucus or secreting mucus.
____Nonmenstrual	l)	Pertaining to the muscle and nerve.
____Menstrual	m)	A thick watery secretion of mucous glands.
____Menses	n)	Tendency to vomit.
____Neuritis	o)	Produced in bone marrow.
____Myoma	p)	Nearsightedness - short distance sight better than far.
____Malignancies	q)	Inflammation of a nerve.
____Neuralgic	r)	Without having menstrual periods.
____Mucous	s)	Any tumor formed of muscle tissue.
____Myelogenous	t)	From neuralgia - pain in nerve.
____Ointment	u)	A paste or cream for putting on the skin, or other areas, which contains a medicine.

Answers to Word Fill-In

1. Mucus
2. Myopia
3. Neuralgic
4. Myoneural
5. Myoma
6. Nausea
7. Nonmenstrual
8. Neuritis
9. Ointment
10. Myelogenous
11. Lymphatic
12. Mastectomy
13. Menstrual
14. Mucosal
15. Menses
16. Lymphocytes
17. Mucosa
18. Malignancies
19. Menopause
20. Malnutrition
21. Mucous

Answers to Word Hunt

1. Malnutrition
2. Nausea
3. Mucous
4. Myoma
5. Nonmenstrual
6. Ointment
7. Menopause
8. Lymphatic
9. Mucosa
10. Mucosal
11. Myopia
12. Menstrual
13. Neuritis
14. Neuralgic
15. Mastectomy
16. Mucus
17. Lymphocytes
18. Malignancies
19. Myelogenous

Answers to Matching

b Menopause
m Mucus
g Malnutrition
i Mucosa
a Lymphatic
f Lymphocytes
n Nausea
d Mastectomy
l Myoneural
p Myopia
c Mucosal
r Nonmenstrual
j Menstrual
h Menses
q Neuritis
s Myoma
e Malignancies
t Neuralgic
k Mucous
o Myelogenous
u Ointment

BINGO CALL SHEET

Directions: This game is played like any other regular Bingo game. The first person who covers a row of words going across, down or diagonally announces Bingo. The winner reads his/her Bingo row to the caller and the caller checks his/her list to make sure that those words were called.

Variation: The winner must read the Bingo row of words and also give a short definition of each word.

LYMPHATIC - To do with lymph.

LYMPHOCYTES - A type of white blood cell with one nucleus (central mass).

MALIGNANCIES - A very serious and deadly condition.

MALNUTRITION - A state of health where proper foods are not eaten or are not absorbed (digested or taken into) by the body.

MASTECTOMY - Surgical removal of the breast.

MENOPAUSE - Change of life, when menstruation ceases.

MENSES - Bloody flow, occurring once a month from the female when not pregnant.

MENSTRUAL - To do with the female (menses) periods.

MUCOSA - Body tissue which lines body openings and from which there is a flow of thick fluid.

MUCOSAL - Pertains to mucosa.

MUCOUS - Resembling mucus or secretive mucus.

MUCUS - A thick watery fluid made in the special tissues to provide moisture.

MYELOGENOUS - Produced in bone marrow.

MYOMA - A growth or mass of muscle tissue.

MYONEURAL - Pertaining to the muscle and nerve.

MYOPIA - Nearsightedness - Short distance sight better than far.

NAUSEA - The uneasy feeling that comes before vomiting (bringing up food from the stomach).

NEURALGIC - From neuralgia, pain in a nerve.

NEURITIE - Red, sore, swollen nerve.

NONMENSTRUAL - Without having menstrual periods.

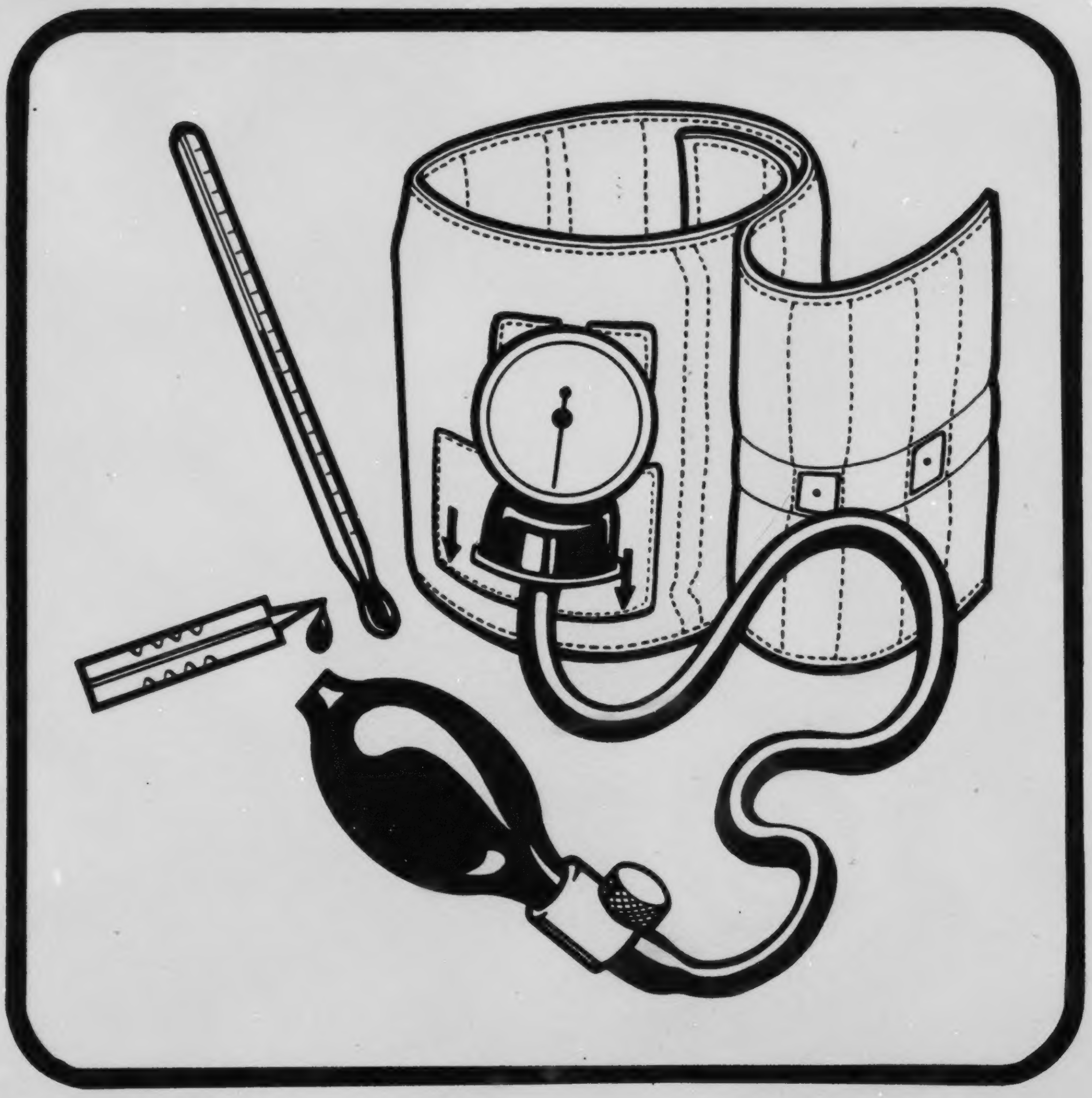
OINTMENT - A paste or cream for putting on the skin, or other areas, which contains a medicine.

OINTMENT	MUCOUS	MENSTRUAL	NAUSEA
MYONEURAL	NONMENSTRUAL	MYELOGENOUS	MYOPIA
MYOMA	MUCOSAL	NEURITIS	MENSES
MUCUS	MUCOSA	MENOPAUSE	NEURALAGIC

LYMPHATIC	MUCOUS	MENSES	MENOPAUSE
MASTECTOMY	LYMPHOCYTES	MYOMA	MUCOSAL
MENSTRUAL	MYONEURAL	MALIGNANCIES	MUCUS
MUCOSA	MYELOGENOUS	MYOPIA	MALNUTRITION

MUCUS	NEURALGIC	MENOPAUSE	MUCOSAL
MYOMA	LYMPHOCYTES	NONMENSTRUAL	NAUSEA
MYOPIA	MALNUTRITION	MENSTRUAL	MYONEURAL
OINTMENT	MENSES	MALIGNANCIES	NEURITIS

MUCOSA	MYONEURAL	MALIGNANCIES	MENSES
NAUSEA	LYMPHATIC	NEURITIS	MUCOUS
MYELOGENOUS	OINTMENT	MASTECTOMY	MENSTRUAL
MENOPAUSE	MYOPIA	NONMENSTRUAL	MYOMA



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 010 **date:** July 1977 **level:**

skill title: How to Know the Meaning of Medical Words Number 7

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 010

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Opthalmologist
Organism
Ova
Ovarian
Ovulation
Pancreas
Parathyroid
Pathogen
Pathology
Pelvis
Periosteum
Phlebitis
Phrenic
Plasma
Plexus
Pneumonia

When you know the definition for each word complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

	a) primary b) seondary
OPHTHALMOLOGIST	a) A medical doctor specializing in the study and treatment of the eye and its disorders. b) Eye doctor.
ORGANISM	a) An individual animal or plant. b) A single animal or plant usually referred to as a germ.
OVA	a) Ovum - egg. The female reproductive element that may develop into a new organism. b) Eggs - ovum. Occurs in the female for the beginning of a new individual.
OVARIAN	a) Pertaining to an ovary. b) To do with the ovary where the female eggs are made.
OVULATION	a) The maturation and discharge of the ovum from the ovary. b) The making and letting of an egg.
PANCREAS	a) The large, elongated, gland behind the stomach and in relation to the spleen and the duodenum. b) A large, long grape-like gland (special tissue) located on the left side of the body above the waist just under the stomach which helps in digesting food with the fluids it makes.
PARATHYROID	a) One of four small glands on the lateral lobes of the thyroid. b) One of four small glands in the lower neck.
PATHOGEN	a) Any disease producing agent or microorganism. b) A germ.
PATHOGENIC	a) Causing a disease. b) Germs causing a disease.
PATHOLOGY	a) The scientific study of the alterations produced by disease. b) The study of disease.

a) primary
b) secondary

PELVIS	a) The basin formed by the hip bones and lower portion of the vertebral column, constituting the lowest part of the trunk. b) The hips - bone formation in a bowl shape supported by the legs and containing the male, or a female, organs, and bowels.
PERIOSTEUM	a) A specialized connective tissue covering all bones and having bone-forming potentialities. b) The thin covering of bones which helps new bone growth after breaks.
PHLEBITIS	a) Inflammation of a vein. b) Swelling, redness and irritation of the vein walls with pain.
PHRENIC	a) Pertaining to the diaphragm or to the mind. b) Usually has to do with the diaphragm, the muscle used in breathing and is a dividing line between chest and abdomen.
PLASMA	a) The fluid portion of whole blood obtained by centrifuging or sedimentation. b) The fluid portion of whole blood after the cells (solids) have settled to the bottom.
PLEXUS	a) A network or tangle, chiefly of veins or nerves. b) A crossing of many nerves or blood vessels.
PNEUMONIA	a) An acute inflammation of the lung marked by formation of an exudate in the interstitial and the cellular portions. b) A lung disease where fluid is formed in the air sacs, therefore preventing good oxygen supply.

TRUE or FALSE

DIRECTIONS: Read the underlined word at the beginning of each definition. Then read the definition. If the word matches the definition, write true on a seperate sheet of scrap paper. If the word does not match the definition, write the correct word on the separate sheet.

1.	Phlebitis	Swelling, redness, and irritation of the vein walls with pain_______________.
2.	Plexus	A crossing of many nerves or blood vessels______________________.
3.	Phrenic	The thin covering of bones which helps new bone growth after breaks_____________.
4.	Pathogen	A single animal or plant usually referred to as a germ________________.
5.	Ophthalmologist	A medical doctor specializing in the study and treatment of they eye and its disorders_______________________.
6.	Ovarian	Ovum - egg, the female reproductive element that may develop into a new organism___________________.
7.	Parathyroid	The large, elongated, gland behind the stomach and in relation to the spleen and the duodeum___________________.
8.	Phrenic	Pertaining to the diaphragm or to the mind____________________.
9.	Plasma	The fluid portion of whole blood after the cells have settled to the bottom _________________.
10.	Pelvis	The basin formed by the hip bones and lower portion of the vertebral column, constituting the lowest part of the trunk_______________________.
11.	Pathogen	Causing a disease____________________.
12.	Ovulation	To do with the ovary where the female eggs are made_________________.
13.	Parathyroid	One of the four small glands in the lower neck_________________.

14.	Pneumonia	A lung disease where fluid is formed in the air sacs, therefore preventing good oxygen supply______________________.
15.	Ovulation	The making and letting of an egg__________.
16.	Pathogen	A germ___________________.
17.	Pathology	Study of disease__________________.

SCRAMBLED WORDS

DIRECTIONS: The definition is given but the word is scrambled. Write the correct word on a separate sheet of paper.

GOAPTNEH ____________________	A germ.
AOV ____________________	Eggs - ovum. Occurs in the female for the beginning of a new individual.
VLHPAOOGT ____________________	The study of disease.
AAMPLS ____________________	The fluid portion of whole blood after the cells (solids) have settled to the bottom.
SVEPLI ____________________	The hips - bone formation in a bowl shape supported by the legs and containing the male, or female, organs and bowels.
AANSPCER ____________________	A large, long grape-like gland (special tissue) located on the left side of the body above the waist just under the stomach which helps in digesting food with the fluids it makes.
MNRGAISO ____________________	A single animal or plant usually referred to as a germ.
HPCGOIEATN ____________________	Germ causing a disease.
SXPELU ____________________	A crossing of many nerves or blood vessels.

AAOIVRN ______________________	To do with the ovary where the female eggs are made.
OOPHITSGLLMHTA ______________________	A medical doctor specializing in the study and treatment of the eye and its disorders.
OEAIUNPMA ______________________	A lung disease where fluid is formed in the air sacs, therefore preventing good oxygen supply.
OUAIOVNTL ______________________	The making and letting of an egg.
IUOEETSPRM ______________________	The thin covering of bones which helps new bone growth after breaks.
DYRPAAIOHTR ______________________	One of four small glands in the neck.
IIEHPBLTS ______________________	Swelling, redness and irritation of the vein walls with pain.
RHCIEPN ______________________	Usually has to do with the diaphragm- the muscle used in breathing and is a dividing line between chest and abdomen.

Answers to True or False

1.	Phlebitis	true
2.	Plexus	true
3.	~~Phrenic~~	Periosteum
4.	~~Pathogen~~	Organism
5.	Ophthalmologist	true
6.	~~Ovarian~~	Ova
7.	~~Parathyroid~~	Pancreas
8.	Phrenic	true
9.	Plasma	true
10.	Pelvis	true
11.	~~Pathogen~~	Pathogenic
12.	~~Ovulation~~	Ovarian
13.	Parathyroid	true
14.	Pneumonia	true
15.	Ovulation	true
16.	Pathogen	true
17.	Pathology	true

Answers to Scrambled Words

Pathogen

Ova

Pathology

Plasma

Pelvis

Pancreas

Organism

Pathogenic

Plexus

Ovarian

Ophthalmologist

Pneumonia

Ovulation

Periosteum

Parathyroid

Phlebitis

Phrenic

A CROSSING OF MANY NERVES OR BLOOD VESSELS

THE STUDY OF DISEASE

GERM CAUSING A DISEASE

THE MAKING AND LETTING OF AND EGG

PERTAINING TO AN OVARY

FLUID PORTION OF WHOLE BLOOD AFTER THE CELLS HAVE SETTLED TO THE BOTTOM

EGGS - OVUM OCCURS IN THE FEMALE FOR THE BEGINNING OF A NEW INDIVIDUAL

PERTAINING TO THE DIAPHRAGM OR TO THE MIND

EYE DOCTOR

THE HIPS-BONE FORMATION IN A BOWL SHAPE SUPPORTED BY THE LEGS AND CONTAINING THE MALE OR THE FEMALE ORGANS AND BOWELS

LARGE, ELONGATED GLAND BEHIND THE STOMACH AND IN RELATION TO THE SPLEEN AND THE DUODENUM

A LUNG DISEASE WHERE FLUID IS FORMED IN THE AIR SACS, THEREFORE PREVENTING GOOD OXYGEN SUPPLY

A GERM

AN INDIVIDUAL, ANIMAL OR PLANT

ONE OF FOUR SMALL GLANDS IN THE LOWER NECK

INFLAMMATION OF A VEIN

THIN COVERING OF BONES WHICH HELPS NEW BONE GROWTH AFTER BREAKS

PLEXUS

PATHOLOGY

PATHOGENIC

OVULATION

OVARIAN

PLASMA

OVA

PHRENIC

OPHTHALMOLOGIST

PELVIS

PANCREAS

PNEUMONIA

PATHOGEN

ORGANISM

PARATHYROID

PHLEBITIS

PERIOSTEUM

BINGO CALL SHEET

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OVARIAN - To do with the ovary where the female eggs are made.

OVULATION - The making and letting of an egg.

PANCREAS - A large, long grape-like gland located on the left side of the body above the waist just under the stomach which helps in digesting food with the fluids it makes.

PARATHYROID - One of the four small glands in the lower neck.

PATHOGEN - A germ.

PATHOGENIC - A germ causing a disease.

PATHOLOGY - The study of disease.

PELVIS - The hips.

PERIOSTEUM - The thin covering of bones which helps new bone growth after breaks.

PHLEBITIS - Swelling, redness and irritation of the vein walls with pain.

PHRENIC - Usually has to do with the diaphragm, the muscle used in breathing.

PLASMA - The fluid portion of whole blood after the cells have settled in the bottom.

PLEXUS - A crossing of many nerves or blood vessels.

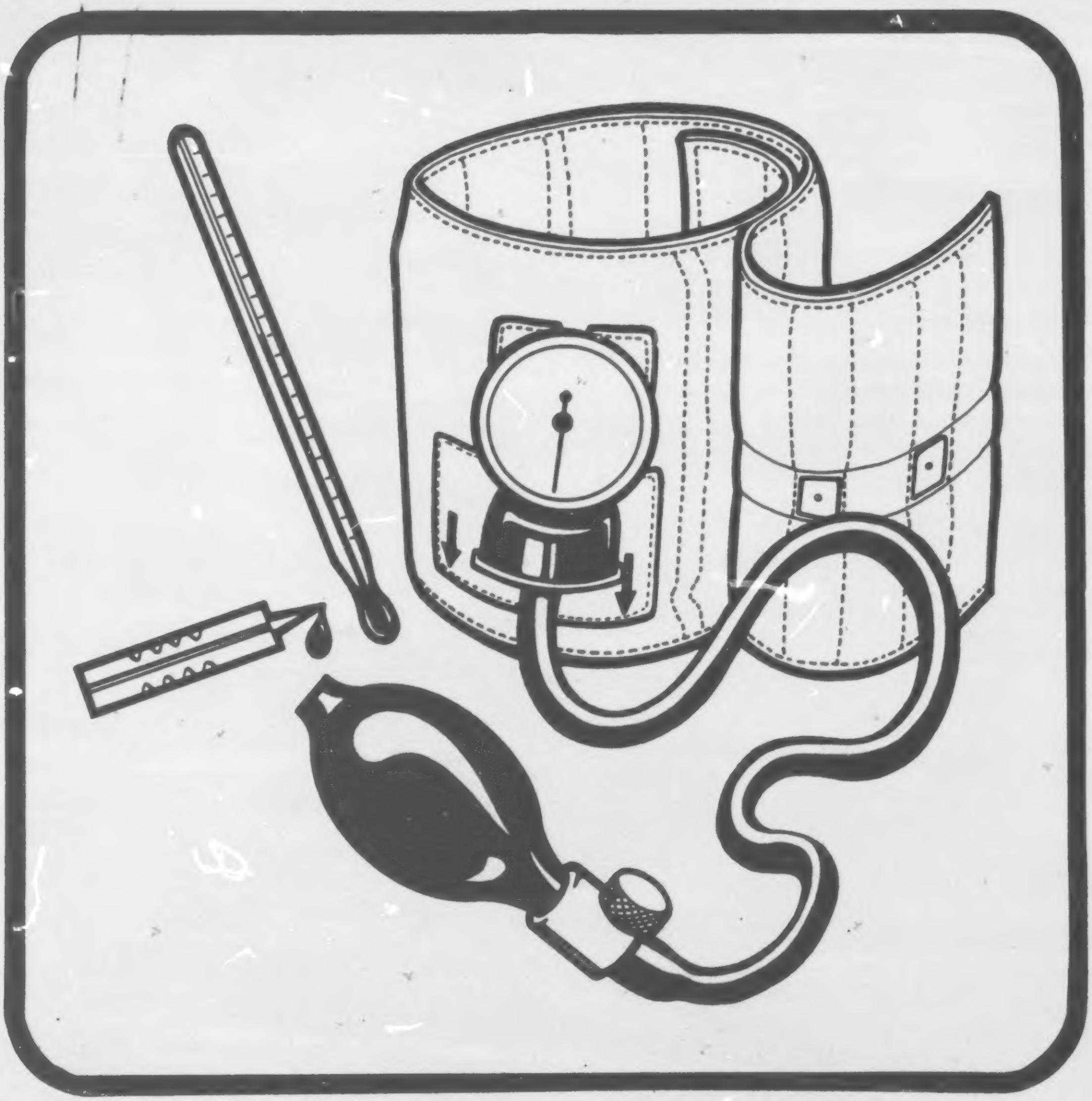
PNEUMONIA - A lung disease where fluid is formed in the air sacs, preventing oxygen supply.

PLEXUS	PNEUMONIA	PLASMA	PHRENIC
PHLEBITIS	PERIOSTEUM	PELVIS	ORGANISM
PATHOLOGY	PATHOGENIC	PATHOGEN	PARATHYROID
PANCREAS	OVULATION	OVARIAN	OVA

PELVIS	PATHOGEN	OVULATION	OVA
PHRENIC	OVARIAN	OPHTHALMOLOGIST	PLEXUS
ORGANISM	PANCREAS	PARATHYROID	PHLEBITIS
PLASMA	PATHOGENIC	PATHOLOGY	PNEUMONIA

PATHOLOGY	PERIOSTEUM	PHRENIC	PLEXUS
OPHTHALMOLOGIST	OVULATION	PARATHYROID	PELVIS
OVA	PATHOGENIC	PHLEBITIS	PLASMA
PNEUMONIA	ORGANISM	OVARIAN	PANCREAS

OPHTHALMOLOGIST	ORGANISM	OVA	OVARIAN
OVULATION	PANCREAS	PARATHYROID	PATHOGEN
PATHOGENIC	PATHOLOGY	PNEUMONIA	PELVIS
PERIOSTEUM	PHLEBITIS	PHRENIC	PLASMA



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 011 date: July 1977 level:

skill title: How to Know the Meaning of Medical Words

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 011

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their defintions. Be sure you know both the A and B defintion for each word. Use the medical dictionary for help with the pronunciation and spelling.

Poliomyelitis
Portal
Premenstrual
Psychogenic
Ptomaine
Puberty
Respiratory
Pulmonary
Pulse
Rectum
Renal
Retina
Salpingitis
Salivary
Sciatica
Scrotum
Seminal
Sensory

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

POLIOMYELITIS	a) Inflammation of gray substance of the spinal cord.	b) A disease caused by a germ affecting the nerves of the spinal cord which control movements.
PORTAL	a) An avenue of entrance.	b) Usually refers to the vein which enters the liver from the digestive tract.
PREMENSTRUAL	a) Preceding menstruation.	b) Before the menstrual period.
PSYCHOGENIC	a) Originating in the mind.	b) Beginning in the mind.
PTOMAINE	a) A basic substance derived from putrefying tissue.	b) Food poisoning.
PUBERTY	a) The period marked by the beginning development of secondary sex characteristics.	b) The age of growth for the boy and girl when the sex becomes more noticed. Hair growth, voice change, breasts in female, usually around 12 to 14 years to 16 to 18 years.
PULMONARY	a) Pertaining to the lungs.	b) To do with the lungs.
PULSE	a) The impact felt or heard in a vessel, caused by blood forced out by contraction of the heart or the number of heart beats per minute.	b) The pressure of the blood felt against the artery walls when the heart beats, or the sound heard in the chest when the heart beats.
RECTUM	a) Distal portion of large intestine.	b) The end part of the long winding tube of the digestive tract which holds the waste after food is digested until ready to be emptied.
RENAL	a) Pertaining to the kidney.	b) To do with the kidney.

a) primary
b) secondary

RESPIRATORY	a) The exchange of oxygen and carbon dioxide in the body in the lungs and in the cells. b) Breathing.
RETINA	a) The innermost tunic of the eyeball, containing the nervous elements of reception and transmission of visual stimuli. b) The inside lining of the eye containing the special cells for sight.
SALIVARY	a) Pertaining to saliva the enzyme of the mouth that aids in the digesting of starches. b) From saliva - the juice in the mouth that wets food and helps break it down for use by the body.
SALPINGITIS	a) Inflammation of a tube, usually the fallopian tube, or the eustachian tube. b) Redness, swelling and soreness of the tube to the uterus, or the tube connecting the throat and middle ear.
SCIATICA	a) Neuralgia and neuritis of the sciatic nerve. b) Pain and irritation of the large nerve from the hip into the upper leg.
SCROTUM	a) The pouch containing the testes. b) The outer covering over the male sex organ which is located outside the body between the legs.
SEMINAL	a) Pertaining to semen, a fluid discharged at ejaculation in the male, consisting of secretion of glands associated with the urogenital tract and containing spermatozoa. b) To do with semen. The fluid expelled during sexual intercourse.
SENSORY	a) Pertaining to sensation. An impression produced by impulses onveyed by an afferent nerve to the sensorium. b) To do with sensation. A feeling or impression from another source. A sensory nerve - one which carries feeling, pain, cold, hot, etc.

MATCHING

DIRECTIONS: Place the correct letter of the definition on a separate sheet of paper, also write the word.

____Sensory

____Poliomyelitis

____Respiratory

____Renal

____Seminal

____Portal

____Rectum

____Scrotum

____Premenstrual

____Retina

____Pulse

____Salivary

____Psychogenic

____Sciatica

____Pulmonary

____Ptomaine

____Salpingitis

____Puberty

a) Usually refers to the vein which enters the liver from the digestive tract.

b) The outer covering over the male sex organ which is located outside the body between the legs.

c) To do with sensation. A feeling or impression from another source. A sensory nerve - one which carries feeling, pain, cold, hot, etc.

d) A disease caused by a germ affecting the nerves of the spinal cord which control movements.

e) Beginning in the mind.

f) The inside lining of the eye containing the special cells for sight.

g) The pressure of the blood felt against the artery walls when the heart beats.

h) The age of growth for the boy and girl when sex becomes more noticed. Hair growth, voice change, breasts in females, usually around 12 to 14 years to 16 to 18 years.

i) The exchange of oxygen and carbon dioxide in the body in the lungs and in the cells.

j) To do with the lungs.

k) To do with semen. The fluid expelled during sexual intercourse.

l) Food poisoning.

m) Pain and irritation of the large nerve from the hip into the upper leg.

n) Redness, swelling, and soreness of the tube to the uterus; or the tube connecting the throat and middle ear.

o) From saliva, the juice in the mouth that wets food and helps break it down for use by the body.

p) To do with the kidney.

q) Before the menstrual period.

r) The end part of the long winding tube of the digestive tract which holds the waste after food is digested until ready to be emptied.

MULTIPLE CHOICE

DIRECTIONS: Read the definition and the three words that follow. On other paper, write the word that best describes or matches the definition.

1. The exchange of oxygen and carbon dioxide in the body, in the lungs, and in the cells.

   A. Salpingitis B. Pulmonary C. Respiratory

2. The outer covering over the male sex organ which is located outside the body between the legs.

   A. Scrotum B. Seminal C. Portal

3. Pertaining to saliva the enzyme of the mouth that aids in the digesting of starches.

   A. Sensory B. Salivary C. Sciatica

4. The inside lining of the eye containing the special cells for sight.

   A. Portal B. Retina C. Sensory

5. Inflammation of a tube, usually the fallopian tube, or the eustachian tube.

   A. Ptomaine B. Salpingitis C. Renal.

6. Pain and irritation of the large nerve from the hip into the upper leg.

   A. Sciatica B. Poliomyelitis C. Psychogenic

7. To do with semen, the fluid expelled during sexual intercourse.

   A. Puberty B. Renal C. Seminal

8. To do with sensation, a feeling or impression from another source.

   A. Sensory B. Pulse C. Sciatica

9. Before the menstrual period.

   A. Rectum B. Premenstrual C. Ptomaine

10. Pertaining to the lungs.

    A. Pulse B. Salpingitis C. Pulmonary

11. A basic substance derived from putrefying tissue.

    A. Retina B. Ptomaine C. Psychogenic

12. Pertaining to the kidney.

    A. Renal B. Pulse C. Portal

13. The pressure of the blood felt against the artery walls when the heart beats.

    A. Pulse B. Respiratory C. Sensory

14. Usually refers to the vein which enters the liver from the digestive tract.

    A. Salivary B. Portal C. Renal

15. Originating in the mind.

    A. Respiratory B. Psychogenic C. Seminal

Answers to Matching

c Sensory

d Poliomyelitis

i Respiratory

p Renal

k Seminal

a Portal

r Rectum

b Scrotum

q Premenstrual

f Retina

g Pulse

o Salivary

e Psychogenic

m Sciatica

j Pulmonary

l Ptomaine

n Salpingitis

h Puberty

Answers to Multiple Choice

1C. Respiratory
2A. Scrotum
3B. Salivary
4B. Retina
5B. Salpingitis
6A. Sciatica
7C. Seminal
8A. Sensory
9B. Premenstrual
10C. Pulmonary
11B. Ptomaine
12A. Renal
13A. Pulse
14B. Portal
15B. Psychogenic

RESPIRATORY	RENAL	PSYCHOGENIC
RECTUM	SENSORY	PORTAL
PULMONARY	PUBERTY	PREMENSTRUAL
POLIOMYELITIS	PULSE	RETINA
SCIATICA	SEMINAL	SALPINGITIS
163 SCROTUM	SALIVARY	164 PTOMAINE

BREATHING	PERTAINING TO THE KIDNEY	ORIGINATING IN THE MIND
DISTAL PORTION OF LARGE INTESTINE	PERTAINING TO SENSATION, AN IMPRESSION PRODUCED BY IMPULSES CONVEYED BY AN AFFERENT NERVE TO THE SENSATION	AN AVENUE OF ENTRANCE
PERTAINING TO THE LUNGS	THE PERIOD MARKED BY THE BEGINNING DEVELOPMENT OF SECONDARY SEX CHARACTERISTICS	PRECEDING MENSTRUATION
INFLAMMATION OF GRAY SUBSTANCE OF THE SPINAL CORD	THE IMPACT FELT IN A VESSEL, CAUSED BY BLOOD FORCED OUT BY CONTRACTION OF THE HEART	THE INSIDE LINING OF THE EYE CONTAINING THE SPECIAL CELLS FOR SIGHT
NEURALGIA AND NEURITIS OF THE SCIATIC NERVE	TO DO WITH SEMEN, THE FLUID EXPELLED DURING SEXUAL INTERCOURSE	INFLAMMATION OF A TUBE, USUALLY THE FALLOPIAN TUBE, OR THE EUSTACHIAN TUBE
POUCH CONTAINING THE TESTES	PERTAINING TO SALIVA, THE ENZYME OF THE MOUTH THAT AIDS IN DIGESTING OF STARCHES	FOOD POISONING

THE END PART OF THE LONG WIDING TUBE OF THE DIGESTIVE TRACT WHICH HOLDS THE WASTE AFTER FOOD IS DIGESTED UNTIL READY TO BE EMPTIED	TO DO WITH SENSATION, A FEELING OR IMPRESSION FROM ANOTHER SOURCE, A SENSORY NERVE - ONE WHICH CARRIES FEELING, PAIN, COLD, HOT, ETC.
THE AGE OF GROWTH FOR THE BOY AND THE GIRL WHEN THE SEX BECOMES MORE NOTICED. HAIR GROWTH, VOICE CHANGE, BREASTS IN FEMALE, USUALLY AROUND 12 TO 14 YEARS	FROM SALIVA - THE JUICE IN THE MOUTH THAT WETS FOOD AND HELPS BREAK IT DOWN FOR USE BY THE BODY
THE OUTER COVERING OVER THE MALE SEX ORGAN WHICH IS LOCATED OUTSIDE THE BODY BETWEEN THE LEGS	REDNESS, SWELLING AND SORENESS OF THE TUBE TO THE UTERUS, OR THE TUBE CONNECTING THE THROAT AND MIDDLE EAR
PAIN AND IRRITATION OF THE LARGE NERVE FROM THE HIP INTO THE UPPER LEG	TO DO WITH SEMEN, THE FLUID EXPELLED DURING SEXUAL INTERCOURSE
A DISEASE CAUSED BY A GERM AFFECTING THE NERVES OF THE SPINAL CORD WHICH CONTROL MOVEMENTS	FOOD POISONING

THE EXCHANGE OF OXYGEN AND CARBON DIOXIDE IN THE BODY IN THE LUNGS AND IN THE CELLS

THE PRESSURE OF THE BLOOD FELT AGAINST THE ARTERY WALLS WHEN THE HEART BEATS

USUALLY REFERS TO THE VEIN WHICH ENTERS THE LIVER FROM THE DIGESTIVE TRACT

THE INSIDE LINING OF THE EYE CONTAINING THE SPECIAL CELLS FOR SIGHT

PTOMAINE

BEFORE THE MENSTRUAL PERIOD

BEGINNING IN THE MIND

TO DO WITH THE KIDNEY

TO DO WITH THE LUNGS

SALIVARY

SEMINAL

SCROTUM

SENSORY

PULSE

RENAL

SALPINGITIS

SCIATICA

RETINA

RECTUM

RESPIRATORY

POLIOMYELITIS

PUBERTY

PREMENSTRUAL

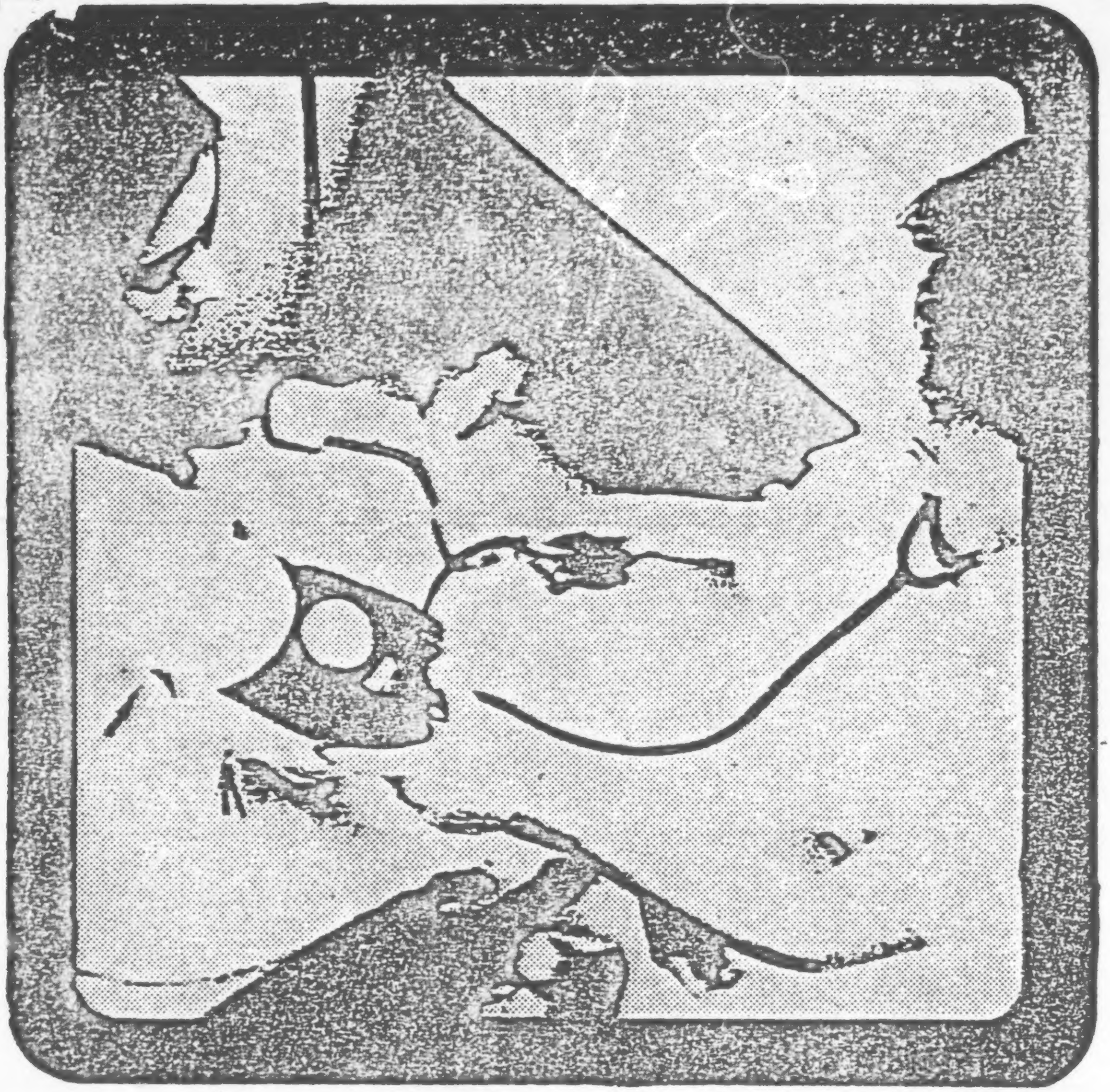
PULMONARY

PORTAL

PSYCHOGENIC

167-c

6	1
7	3
4	2



medical assistant

unit: Language

capital area career center

module: 4401 02 012 date: 7/77 level:

skill title: How to Know the Meaning of Medical Words Number 9

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

4 games for mod 4401 02 012

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 4 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Serosa

Serous

Sperm
Spermatozoa
Spermatozoon

Spine
Spinal

Syndrome

Syphilis

Tendon

Thigh

Spleen

Strabismus

Suprarenal

Surgeon

Surgery

Symptom

Testes (plural)
Testis (singular)

Testicular

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 4 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

SEROSA	a) Any serous membrane. b) A type of thin tissue which makes a thin watery fluid.
SEROUS	a) Pertaining to serum. Thin and water-like serum. b) Same as a.
SPERM SPERMATOZOA SPERMATOZOON	a) Male reproduction cells which develop in the testes and are discharged in the semen. b) Same as a.
SPINE SPINAL	a) A slender, thorn-like process of bone. The vertebral column. b) Backbone.
SPLEEN	a) A large gland-like organ situated in the upper part of the abdominal cavity on the left side, lateral to the cardiac end of the stomach. b) A large mass of tissue, located in the left side of the body above the waist and next to the stomach, that makes white blood cells.
STRABISMUS	a) Absence of normal relations of the visual axis in the primary position or failure of the eyes to follow one another normally in any conjunctive or disjunctive movement. b) Cross-eyedness.
SUPRARENAL	a) Above a kidney. b) Same as a.
SURGEON	a) A practioner of surgery. b) One who does surgery.
SURGERY	a) The branch of medicine which treats disease by manual and operative procedures. b) The branch of medicine which treats disease by cutting methods or moving parts with the hands.
SYMPTON	a) An organic or physiologic manifestation of disease of which the patient is usually aware and frequently complains. b) A noticeable sign of disease, such as fever, pain, swelling, rash, etc.

a) primary
b) secondary

SYNDROME	a) A combination of symptoms resulting from a single cause or so commonly occuring together as to constitute a distinct clinical entity. b) A group of symptoms that, when commonly seen together, make up a certain disease.
SYPHILIS	a) A venereal disease caused by Treponema Pallidum leading to many structural and cutaneous lessions. b) A disease caused by a certain germ during the sex act, passed from infected mother to baby or by direct blood contact, (which untreated will show skin signs, body form changes, or destruction to the nervous system). A venereal disease, (V.D.).
TENDON	a) A fibrous cord of connective tissue continuous with muscle fibers and attaching muscle to bone or cartilage. b) A tough tissue in strands which connects muscle to bone.
TESTES (Plural) TESTIS (Singular)	a) The structures in the male in which the spermatozoa develop, the male gonad which corresponds to the female ovary. b) The male sex gland where the sperm and male hormones are made and escape.
TESTICULAR	a) Refers to testes. b) Same as a.
THIGH	a) The portion of the leg above the knee. b) The part of the leg above the knee.

MULTIPLE CHOICE

DIRECTIONS: Read the word and the three definitions that follow. On a separate sheet, write the letter of the definition that best matches the single word.

1. Surgery
   - a) Tough tissue in strands which connects muscle to bone.
   - b) Pertaining to serum, thin and water-like serum.
   - c) The branch of medicine which treats disease by manual and operative procedures.
2. Syphilis
   - a) A group of symptoms that when commonly seen together make up a certain disease.
   - b) A venereal disease caused by Treponema Pallidum leading to many structural and cutaneous lessions.
   - c) refers to testes.
3. Syndrome
   - a) The portion of the leg above the knee.
   - b) Any serous membrane.
   - c) A combination of symptoms resulting from a single cause or so commonly occuring together as to constitute a distinct clinical entity.
4. Tendon
   - a) Tough tissue in strands which connects muscle to bone.
   - b) Portion of the leg above the knee.
   - c) Slender, thorn-like process of bone, the vertebral column.
5. Testes
   - a) Above a kidney.
   - b) The male sex gland where the sperm and male hormones are made and escape.
   - c) A type of thin tissue which makes a thin, watery fluid.
6. Thigh
   - a) Part of the leg above the knee.
   - b) Tough tissue in strands which connects muscle to bone.
   - c) Noticeable sign of disease, such as fever, pain, swelling, rash, etc.
7. Symptom
   - a) Organic or physiologic manifestation of disease of which the patient is usually aware and frequently complains.
   - b) Group of symptoms that when commonly seen together make up a certain disease.
   - c) Cross-eyedness.

8. Testicular
a) A venereal disease caused by Treponema Pallidum leading to many structural and cuteneous lessions.
b) Refers to testes.
c) Above a kidney.

9. Serosa
a) Pertaining to serum, thin and water-like serum.
b) Any serous membrane.
c) The male sex gland where the sperm and male hormones are made and escape.

10. Spine
a) Any serous membrane.
b) Cross-eyedness.
c) Slender, thorn-like process of bone, the vertebral column.

11. Suprarenal
a) A tough tissue in strands which connects muscle to bone.
b) Above a kidney.
c) One who does surgery.

12. Sperm
a) Refers to testes.
b) Any serous membrane.
c) Male reproduction cells which develop in the testes and is discharged in the semen.

13. Spleen
a) A large mass of tissue located in the left side of the body above the waist and next to the stomach, that makes white blood cells.
b) Backbone.
c) A noticeable sign of disease, such as fever, pain, swelling, and rash.

14. Serous
a) The branch of medicine which treats disease by manual and operative procedures.
b) Pertaining to serum, thin and water-like serum.
c) Cross-eyedness.

15. Surgeon
a) Tough tissue in strands which connects muscle to bone.
b) A type of thin tissue which makes a thin watery fluid.
c) A practioner of surgery.

16. Strabismus
a) Large gland-like organ situated in the upper part of the abdominal cavity on the left side.
b) Absence of normal relations of the visual axis in the primary position or failure of the eyes to follow one another normally in any conjunctive or disjunctive movement.
c) Any serous membrane.

MISSING LETTERS

DIRECTIONS: The meaning for each word is listed on the right side of the page. You are to match the correct definition to the word. Clue letters and the number of letters in each word appear on the left. All words are listed at the end of the exercise. Write the word on a separate sheet.

_ _ _ _ e _ _	The branch of medicine which treats disease by cutting methods or moving parts with the hands.
_ _ _ e e _	A large mass of tissue, located in the left side of the body above the waist and next to the stomach, that makes white blood cells.
_ _ _ a _ i _ _ u _	Cross-eyedness.
_ _ _ _ o _	A fibrous cord of connective tissue continuous with muscle fibers and attaching muscle to bone or cartilage.
_ e _ _ i _ _ _ a _	Refers to testes.
_ _ _ _ e o _	One who does surgery.
_ _ e _ _ _ _ e _ _ _ _ o _ _ _ _ _ e _ _ _ _ o _ o o _	Male reproduction cells which develops in the testes and is discharged in the semen. (Three names).
_ _ _ _ i _ i _	A disease caused by a certain germ during the sex act, passed from infected mother to baby or by direct blood contact (which untreated will show skin signs, body form changes, or destruction to the nervous system).
_ e _ _ _ a	A type of thin tissue which makes a thin, watery fluid.
_ _ _ _ _ o _ e	A group of symptoms that, when commonly seen together, make up a certain disease.
_ e _ _ e _ _ e _ _ i _	The male sex gland where the sperm and the male hormones are made and escape. (Two names).
_ _ i _ _	The part of the leg above the knee.

_ _ _ _ a _ e _ _ _	Above a kidney.
_ e _ o _ _	Pertaining to serum, thin, water-like serum.
_ _ _ _ _ o _	A noticeable sign of disease, such as fever, pain swelling, rash, etc.
_ _ i _ _	A slender, thorn-like process of bone.
_ _ i _ a _	The vertebral column, backbone.

Words to use:

Surgery
Symptom
Syndrome
Syphilis
Tendon
Testes
Testis
Testicular
Surgeon
Serosa

Serous
Sperm
Spermatozoa
Spermatozoon
Spine
Spinal
Spleen
Strabismus
Suprarenal
Thigh

Answers to Multiple Choice

1. c
2. b
3. c
4. a
5. b
6. a
7. a
8. b
9. b
10. c
11. b
12. c
13. a
14. b
15. c
16. b

Answers to Missing Letters

Surgery

Spleen

Strabismus

Tendon

Testicular

Surgeon

Sperm

Spermatozoa

Spermatozoon

Syphilis

Serosa

Syndrome

Testes

Testis

Thigh

Suprarenal

Serous

Symptom

Spine

Spinal

BINGO CALL SHEET

Directions: This game is played like any other regular Bingo game. The first person who covers a row of words going across, down or diagonally announces Bingo. The winner reads his/her Bingo row to the caller and the caller checks his/her list to make sure that those words were called.

Variation: The winner must read the Bingo row of words and also give a short definition of each word.

SEROUS - Pertaining to serum, thin and water-like serum.

SPINE - Backbone.

STRABISMUS - Cross-eyedness.

SPERM - Male reproduction cells which develops in the testes and is discharged in the semen.

SEROSA - A type of thin tissue which makes a thin, watery fluid.

SPLEEN - A large mass of tissue, located in the left side of the body above the wasit and next to the stomach, that makes white cells.

SUPRARENAL - Above a kidney.

SURGEON - A practioner of surgery.

SYNDROME - A group of symptoms that when commonly seen together, make up a certain disease.

TENDON - A tough tissue in strands which connects muscle to bone.

TESTICULAR - Refers to testes.

SYMPTOM - A noticeable sign of disease, such as fever, pain, swelling, rash.

SURGERY - The branch of medicine which treats disease by manual and operative procedures.

SYPHILIS - A veneral disease caused by Treponema Pallidum leading to many structural and cuteneous lessions.

TESTES - The male sex gland where the sperm and male hormones are made and escape.

THIGH - The portion of the leg above the knee.

TESTICULAR	SEROSA	SUPRARENAL	TESTES
SPLEEN	SURGEON	SPERM	SYMPTON
SEROUS	SURGERY	SPINE	SYPHILIS
STRABISMUS	TENDON	SYNDROME	TESTES

SPINE	SYNDROME	SURGEON	TENDON
SYMPTON	THIGH	TESTES	SEROSA
SURGERY	TESTICULAR	SYPHILIS	SPLEEN
SUPRARENAL	SEROUS	STRABISMUS	SPERM

SEROSA	SUPRARENAL	THIGH	SURGERY
SPINE	STRABISMUS	SEROUS	SURGEON
SYMPTON	SPLEEN	SPERM	TESTES
SYNDROME	TESTICULAR	TENDON	SYPHILIS

SUPRARENAL	TENDON	SYMPTON	THIGH
SEROSA	SURGERY	SYPHILIS	TESTICULAR
SURGEON	TESTES	SYNDROME	SPINE
STRABISMUS	SEROUS	SPERM	SPLEEN

A GROUP OF SYMPTOMS THAT, WHEN COMMONLY SEEN TOGETHER, MAKE UP A CERTAIN DISEASE

A TYPE OF THIN TISSUE WHICH MAKES A THIN WATERY FLUID

A LARGE MASS OF TISSUE, LOCATED IN THE LEFT SIDE OF THE BODY ABOVE THE WAIST AND NEXT TO THE STOMACH, THAT MAKES WHITE BLOOD CELLS

CROSS-EYEDNESS

THE PART OF THE LEG ABOVE THE KNEE

PERTAINING TO SERUM, THIN AND WATER-LIKE SERUM

ONE WHO DOES SURGERY

THE MALE SEX GLAND WHERE THE SPERM AND MALE HORMONES ARE MADE AND ESCAPE

A FIBROUS CORD OF CONNECTIVE TISSUE CONTINUOUS WITH MUSCLE FIBERS AND ATTACHING MUSCLE TO BONE OR CARTILAGE

MALE REPRODUCTION CELLS WHICH DEVELOPS IN THE TESTES AND IS DISCHARGED IN THE SEMEN

A DISEASE CAUSED BY A CERTAIN GERM DURING THE SEX ACT

ABOVE A KIDNEY

A SLENDER, THORN-LIKE PROCESS OF BONE, BACKBONE

REFERS TO TESTES

A NOTICEABLE SIGN OF A DISEASE SUCH AS FEVER, PAIN, SWELLING, RASH, AND ETC.

SYNDROME

SEROSA

SPLEEN

STRABISMUS

THIGH

SEROUS

SURGEON

TESTES, TESTIS

TENDON

SPERM, SPERMATOZOA, SPERMOZOON

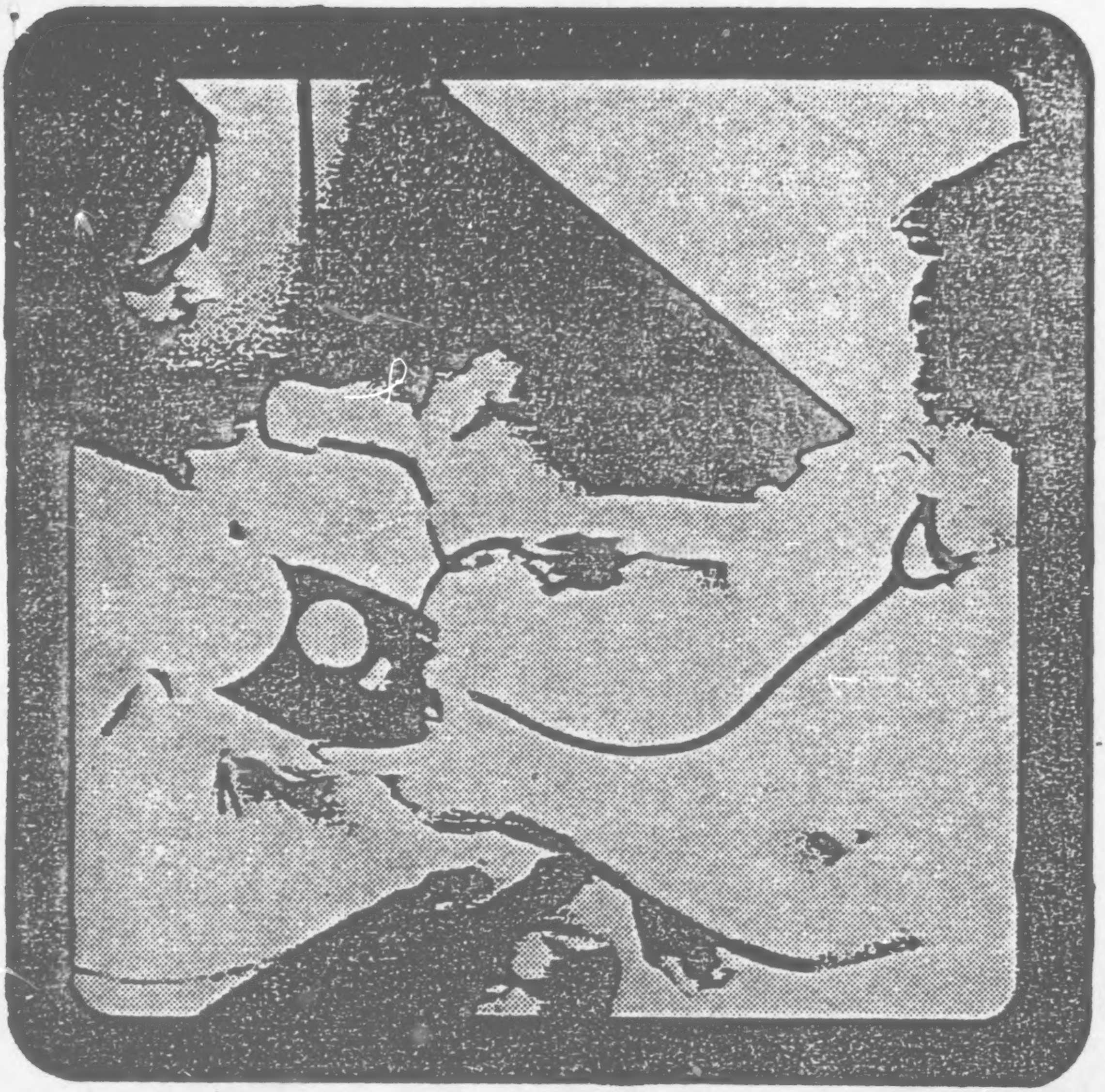
SYPHILIS

SUPRARENAL

SPINE, SPINAL

TESTICULAR

SYMPTOM



medical assistant

unit: Language

capital area career center

module: 4401 02 013 **date:** 7/77 **level:**

skill title: How to Know the Meaning of Medical Words Number 10

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to use medical-surgical language by learning the spelling and definitions of terms.

AND IN ORDER TO DO THIS YOU WILL NEED:

Pen

Medical dictionary

5 games for mod 4401 02 013

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can correctly write the definition from memory for each word.
2. You can correctly complete the 5 games which contain the vocabulary words from this module.

INFORMATION

In order to complete this module, you must know the words contained in the following list. Each vocabulary word is listed at the left hand side of the page. The matching corresponding definition is listed to the right of each vocabulary word.

Study the vocabulary words and their definitions. Be sure you know both the A and B definition for each word. Use the medical dictionary for help with the pronunciation and spelling.

Thoracic
Thyroid
Trachea
Tubercle
Tubules
Tumor
Typhoid
Urea
Ureter
Urine
Uterine
Uterus
Vagina
Varicose
Vas
Vena Cava
Ventral
Ventricle
Venules
Vertebrae
Vesicle
Vomiting
Wrist

When you know the definition for each word, complete the packet of games for this module. The games are kept in the classroom. You must use your own paper to complete the games.

When you complete a game, check your work to be sure you have correctly completed it. The answers are provided at the end of each module. Be sure you do not look at the answers before you complete the game.

When you are finished with all 5 games, write the definition of each word (from memory) on a separate sheet of paper.

Check your work to be sure you have correctly written the definitions. If you have made any mistakes, study the definition until you can correctly write it from memory.

Show all work to your instructor.

Be prepared to answer any vocabulary questions your instructor may ask.

a) primary
b) secondary

THORACIC	a) Pertaining to the chest (thorax). b) To do with the chest.
THYROID	a) The thyroid gland, which produces a hormone which aids body metabolism. b) A special tissue located just below the neck which makes a fluid used in the body for growth and energy.
TRACHEA	a) The passage from the larynx to the bronchi. b) The windpipe.
TUBERCLE	a) A small rounded nodule produced by the bacillus of tuberculosis, or a small nodule of small eminence, especially one on a bone for attachment of a tendon. b) A small bump on a bone for muscle connection or a small lump made by the germ causing tuberculosis.
TUBULES	a) Minute structures or canals found in various parts of the body. b) Very small tubes or canals, passageways in parts of the body.
TUMOR	a) A swelling or enlargement especially one due to parthologic overgrowth of tissue. b) A growth of tissue which is not normal.
TYPHOID	a) Resembling typhers; typhoid fever. b) A disease with high fever and skin rash. Caused by germ passed to man by a flea, or by a person who has the disease through their body wastes.
UREA	a) A crystallizable compound, the chief and product of amino acid metabolism in the body, a pharmaceutical preparation of which is sometimes used to promote diuresis. b) A part of urine formed by the (burning) use of proteins in the body. A chemical used in a drug for stimulating urine production.
URETER	a) The tubular organ through which urine passes from kidney to bladder. b) A tube connecting between the kidney (where urine is made) and the bladder where urine is held until let out for the passage of urine.

a) primary
b) secondary

URINE	a) The fluid secreted by the kidneys, stored in the bladder and discharged through the urethra.	b) A fluid formed by the kidneys for removing wastes from the blood.
UTERINE	a) Pertaining to or to do with the uterus.	b) Same as a.
UTERUS	a) The hollow organ in the female mammal in which the young develops during gestation.	b) A hollow pear-shaped and pear sized organ in the female located low in the pelvis. The infant grows in the uterus before birth.
VAGINA	a) The canal in the female, from the vulva to the cervix of the uterus that receives the penis of the male in sexual intercourse.	b) The passageway in the female, from below the womb to the outside for the entrance of the male penis (sex organ). The passage for the bloody fluid when the eggs is not fertilized and for passage of the baby at birth if the egg is fertilized and grows.
VARICOSE	a) Enlarged and tortuous.	b) Usually to do with a varicose vein, a stretched-out and twisted vessel that has lost the ability to return to normal size.
VAS	a) A vessel.	b) Usually as vas deferens, a vessel away from the testes in the male.
VENA CAVA	a) A vein, returning blood to the heart from the lower part of the body and the upper part.	b) The largest vein in the body.
VENTRAL	a) Pertaining to the abdomen or to any venter, directed toward or situated on the belly surface opposite of dorsal.	b) The front of the body.
VENTRICLE	a) A small cavity or chamber, as in the brain or the heart.	b) Same as a.

a) primary
b) secondary

VENULES	a) Small veins. b) Same as a.
VERTEBRAE	a) The segments of the spine. b) The unusual shaped bones of the spine.
VESICLE	a) A small, sac-like cavity; a circumscribed, elevated, fluid containing lession of the skin, 5mm or less in diameter. b) A small blister less than 1/2 inch in diameter.
VOMITING	a) Forcible ejection of contents of the stomach through the mouth. b) Bringing up stomach contents through the mouth without intention (desire).
WRIST	a) The region of the joint between the forearm and hand, the carpus. b). Where the arm joins the hands.

WORD SCRAMBLE

DIRECTIONS: Read the definition, then look at the group of letters that precedes the definition. On a separate sheet, write the words which are the answer to the definition. The hidden words are spelled either going forwards or backwards.

1.	UIOWRISTYRF	Where the arm joins the hand.
2.	XVCGNITIMOV	Bringing up stomach contents through the mouth without intention.
3.	QERVESTICLETU	A small blister less than 1/2 inch in diamter.
4.	ERTEARBETREVCX	The segments of the spine.
5.	CBVSELUNEVML	Small veins.
6.	WILELCIRTNEVOPL	A small cavity or chamber, as in the brain.
7.	WETLARTNEVSXD	The front of the body.
8.	SCVENACAVAL	Vein, returning blood to the heart from the lower part of the body and the upper part.
9.	SDFVAS	A vessel.
10.	WEVESOCIRAVOPL	Enlarged and tortuous.
11.	YUIVAGINALPOK	The canal in the female, from the vulva to the cervix of the uterus that receives the penis of the male in sexual intercourse.
12.	UIOSURETUYHG	The hollow organ in the female mammal in which the young develops during gestation.
13.	ASUHUTERINEDFG	Pertaining to or to do with the uterus.
14.	IPOENIRUSNK	A fluid formed by the kidneys for removing wastes from the blood.
15.	RTYGURETERDFG	The tubular organ through which urine passes from kidney to bladder.
16.	TYUDTHORACICLOP	Pertaining to the chest.
17.	LOPDIORYHTFDE	The thyroid gland, which produces a hormone which aids the body metabolism.
18.	DGHTRACHEASWD	The wi [illegible]

19.	GHITUBERCLEDFH	A small bump on a bone for muscle connection or a small lump made by the germ causing tuberculosis.
20.	DFHESELUBUTYH	Very small tubes or canals, passageways in parts of the body.
21.	SUHTUMORFGH	A growth of tissue which is not normal.
22.	YUITDIOHPYT	Resembling typhers; typhoid fever.
23.	HJUREAGYH	A part of urine formed by the (burning) use of proteins in the body, a chemical used in a drug for stimulating urine production.

FIND THE ERROR

DIRECTIONS: One word in each definition is very wrong. Find the mistake, then write the correct answer on a separate sheet.

UREA	A part of urine formed by the (burining) use of the vitamins in the body. A chemical used in a drug for stimulating urine production.
WRIST	Where the arm joins the shoulder.
URINE	A fluid formed by the spleen for removing wastes from the blood.
THORACIC	To do with the stomach.
VAS	Usually as vas deferens, a vessel away from the testes in the female.
VENULES	Large veins.
VESICLE	A small blister less than 1/2 foot in diameter.
THYROID	A special tissue located just below the waist which makes a fluid used in the body for growth and energy.
VAGINA	The canal in the male from the vulva to the cervix of the uterus that receives the penis of the male in sexual intercourse.
VOMITING	Bringing up stomach contents through the rectum without intention.
TRACHEA	The passageway from the larynx to the bronchi. The stomach.
VENA CAVA	Vein, returning blood to the muscles from the lower part of the body and the upper part of the body.
VENTRAL	The back of the body.
VERTEBRAE	The segments of the ribs.
VARICOSE	Usually to do with a varicose artery, a stretched out and twisted vessel that has lost the ability to return to normal size.
TUBULES	Very large tubees or canals, passageways in parts of the body.

TUMOR	A growth of tissue which is normal.
UTERUS	A hollow pear-shaped and pear sized organ in the female located low in the back. The infant grows in the uterus before birth.
VESICLE	A small blister less than 12 inches in diameter.
UTERINE	Pertaining to or to do with the vagina.
VENTRICLE	A small cavity or chamber, as in the brain, or the ear.
URETER	A tube connecting between the kidney and the spleen where urine is held until the passage of urine.
TYPHOID	A disease with high fever and skin rash. Caused by a germ passed to man by an elephant, or by a person who has the disease through their body wastes.
TUBERCLE	A small bump on a bone for muscle connection or a small lump made by the germ causing tuberculosis.

Answers to Word Scramble

1. UIOWRISTYRF
2. XVCGNITIMOV
3. QERVESICLETU
4. ERTEARBETREVCX
5. CBVSELUNEVML
6. WILELCIRTNEVOPL
7. WETLARTNEVSXD
8. SEVENACAVAL
9. SDFVAS
10. WEVESOCIRAVOPL
11. YUIVAGINALPOK
12. UIOSURETUYHG
13. ASUHUTERINEFDG
14. IHENIRUSNK
15. RTYCURETERLFG
16. TYUDTHORACICLOP
17. LOPDIORYHTFDE
18. DGHTRACHEASWD
19. GHITUBERCLEDFH
20. DFHESELUBUTYH
21. SUHTUMORFGH
22. YUITDIOHPYT
23. HJUREAGYH

Answers to Find the Error

1. Urea - proteins not vitamins
2. Wrist - hands not shoulder
3. Urine - kidneys not spleen
4. Thoracic - chest not stomach
5. Vas - male not female
6. Venules - small not large
7. Vesicle - inch not food
8. Thyroid - neck not waist
9. Vagina - female not male
10. Vomiting - mouth not rectum
11. Trachea - windpipe not stomach
12. Vena Cava - heart not muscles
13. Ventral - front not back
14. Vertebrae - spine not ribs
15. Vericose - vein not artery
16. Tubules - small not large
17. Tumor - isn't not is
18. Uterus - pelvis not back
19. Vesicle - 1/2 inch not 12 inches
20. Uterine - uterus not vagina
21. Ventricle - heart not ear.
22. Ureter - bladder not spleen
23. Typhoid - flea not elephant
24. Tubercle - Okay

URINE	VENTRAL
TUBULAR ORGAN THROUGH WHICH URINE PASSES FROM KIDNEY TO BLADDER	A FLUID FORMED BY THE KIDNEYS FOR REMOVING WASTES FROM THE BLOOD
A SPECIAL TISSUE LOCATED JUST BELOW THE NECK WHICH MAKES A FLUID USED IN THE BODY FOR GROWTH AND ENERGY	UREA
A SMALL BLISTER LESS THAN 1/2 INCH IN DIAMETER	WRIST
FORCIBLE EJECTION OF CONTENTS OF STOMACH THROUGH THE MOUTH	THE CANAL IN THE FEMALE, FROM THE VULVA TO THE CERVIX OF THE UTERUS THAT RECEIVES THE PENIS OF THE MALE IN SEXUAL INTERCOURSE

7	14
14	15
16	22
1	2
11	3

URETER	A VESSEL
UTERUS	A PART OF THE URINE FORMED BY THE USE OF PROTEINS IN THE BODY
VOMITING	RESEMBLING TYPHERS, TYPHOID FEVER
A SMALL CAVITY OR CHAMBER, AS IN THE BRAIN OR THE HEART	SMALL VEINS
THE HOLLOW ORGAN IN THE FEMALE MAMAL IN WHICH THE YOUNG DEVELOPS DURING GESTATION	ENLARGED AND TORTUOUS

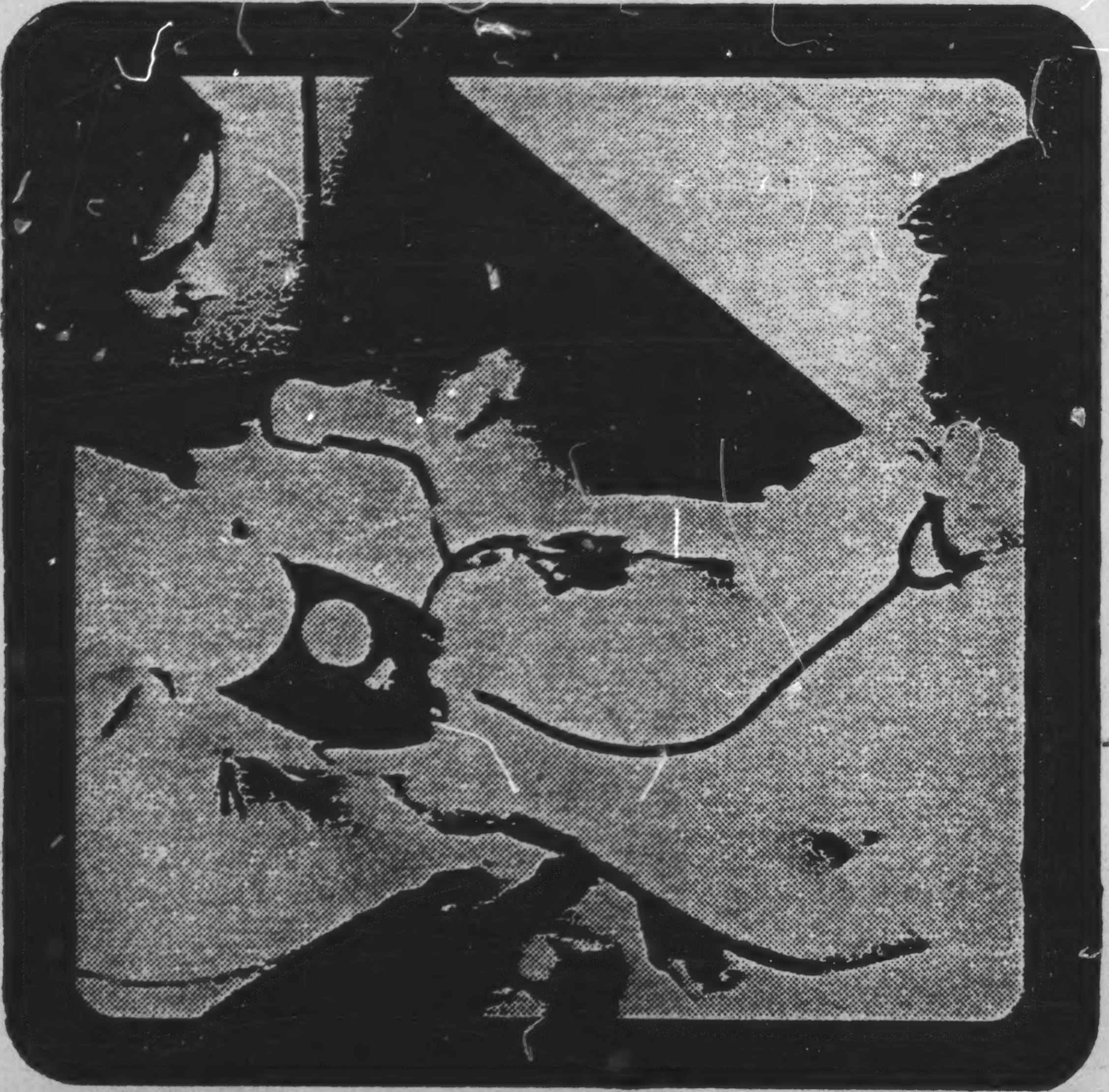
9	15
16	12
17	3
5	6
10	12

WHERE THE ARM JOINS THE HANDS	VARICOSE
VAS	THE FRONT OF THE BODY
VENULES	VESICLE
VENTRICLE	TYPHOID
VAGINA	THE SEGMENTS OF THE SPINE

10	1
7	9
2	5
17	6
4	11

WINDPIPE	TRACHEA
TUMOR	A GROWTH OF TISSUE WHICH IS NOT NORMAL
TUBERCLE	A SMALL BUMP ON A BONE FOR MUSCLE CONNECTION OR A SMALL LUMP MADE BY THE GERM CAUSING TUBERCULOSIS
UTERINE	PERTAINING TO OR TO DO WITH THE UTERUS
TUBULES	VERY SMALL TUBES OR CANALS, PASSAGEWAYS IN PARTS OF THE BODY

21	21
18	18
20	20
13	13
19	19



medical assistant

unit: Language

capital area career center

module: 4401 02 014 **date:** 11/77 **level:** II

skill title: How to Know and Understand Medical Word Elements

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to recognize, understand and use medical word elements or parts.

IN ORDER TO DO THIS YOU WILL NEED:

Attached list of word elements or parts and self-check

Pen

Game packet for Module #4401 02 014

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can successfully complete the game packet for this module.
2. You can correctly identify the word elements during your classroom exercises.

JOB STEPS

1. Look at the word elements and definitions for Set I of this module. Study the word elements and their matching definitions until you can successfully match each word element to its definition.

2. When you finish studying Set I, complete the game packet for this set. The games are located in the classroom. Write your answers on your own paper. Check your answers.

3. Repeat Job Steps 2, 3, and 3 using:

   A. Word elements and definitions for Set II.

   B. Game packet for Set II.

   C. Check your answers.

4. Repeat Job Steps 1, 2, and 3 using:

   A. Word elements and definitions for Set III.

   B. Game packet for Set III.

   C. Check your answers.

SET I

Study these commonly used prefixes, suffixes, and word elements and their definitions.

a-	Without, not (also an-)
ab-	From, away
ad-	To, toward
adeno	Gland
aesthesia	Sensation, perception
-algia	Pain
ambi-	Both
amphi-	On both sides
ana-	Up, back, again
andro-	Man, male
ante-	Before
antero-	Front
anti	Against
auto-	Self
bili-	Bile
bi-, bis-	Twice, double
bio-	Life
brachy-	Short
brady-	Slow
card-, cardio	Pertaining to the heart
cata-	Down, lower, under
-cele	Swelling, tumor
cepha, cephalo	Pertaining to the head
-chromo-	Color
-cide	Causing death
circum-	Around, about
-cele	Chamber
contra-	Against, counter
-cyst	Bladder, bag
-cyte	Cell
dacry-	Tears
dactylo	Finger or digit
dent-	Referring to the teeth
dento-	Referring to the teeth
-odont-	Referring to the teeth
-odonto-	Referring to the teeth
derm-, dermal	Pertaining to the skin
dextro-	To the right
di-	Double, twice
dia-	Through, apart
diplo-	Double
dis-	Apart
dorsi-, dorso-	To the back
dys-	Difficult, painful
e, ec, ecto-	Out of, outside
-ectomy	Surgical removal of
-emia	Blood
endo-	Within
entero-	Intestine

Now study the games and check your answers.

2-14

BINGO CALL SHEET

Read a definition, the players will cover the correct prefix, suffix, or word element. Keep track of all the definitions used.

circum--	around, about
--cele	chamber
contra-	against, counter
--cyst	bladder, bag
--cyte	cell
dacry	tears
dactylo	finger or digit
dent--	referring to the teeth
dento--	referring to the teeth
--odont	referring to the teeth
--odonto	referring to the teeth
derm--	pertaining to the skin
dermal	pertaining to the skin
dextro	to the right
di--	double, twice
dia--	through, apart
diplo--	double
dis--	apart
dorsi--	to the back
dorso--	to the back
dys--	difficult, painful
e -ec	out of, outside
ecto--	out of, outside
--ectomy	surgical removal of
--emia	blood
endo--	within
entero	intestine

BINGO

The caller reads the following statements at random. The answers are listed in parenthesis for checking when someone reads off a Bingo row.

resembling (-oid)
pain (-odynia)
measure (-meter)
upon (epi-)
seeeing free (-lysis)
beyond, change (meta-)
red (erythro-)
large (macro-)
stomach (gastro-)
bad (mal-)
softening (-malacia)
outside of (exo-)
black (melano-)
large (mega-)
middle (meso-)
driving away (-fuge)
small (micro-)
one, single (mono-)
muscle (myo-)
many, much (multi-)
nerve, nervous system (neuro-, neur-)
new (neo-)
against (ob-)

SET III
TRUE - FALSE -- ANSWERS

1. true
2. infra-
3. true
4. true
5. -logy
6. -lith-
7. true
8. -ic or -ical
9. true
10. inter-
11. true
12. true
13. peri-
14. -itis
15. true
16. latero-
17. pleuro-
18. true
19. poly-
20. true

SET III
MATCHING - ANSWERS

1. b
2. a
3. b
4. c
5. c
6. a
7. b
8. a
9. c
10. c
11. a
12. b
13. a
14. b
15. c
16. a
17. b
18. a
19. c
20. c

SET II
MULTIPLE CHOICE - ANSWERS

1. homo-
2. -graph
3. -oma
4. -oto
5. pan-
6. hetero-
7. -otomy
8. hystero-
9. olig-
10. hypo-
11. -osis
12. hemo-, hemato-
13. para-
14. glyco-
15. ophtha-
16. hypo-
17. -genetic, -genic
18. hepato-
19. gyno, gyn
20. hyper-
21. -gram
22. -ostomy
23. -genous
24. -ous

SET II
MATCHING - ANSWERS

C 1.
W 2.
I 3.
V 4.
A 5.
U 6.
G or J 7.
F 8.
O 9.
B 10.
T 11.
J or G 12.
S 13.
D 14.
Q 15.
K 16.
M 17.
E 18.
R 19.
L 20.
P 21.
H 22.
N 23.

SET I
MATCHING - ANSWER SHEET

1.	dis	i
2.	dent--, dento	e or t
3.	entero--	l
4.	dextro--	j
5.	circum--	a
6.	--emia	m
7.	derm--, -dermal	v
8.	dys--	b
9.	--cele	o
10.	--odont--, --odonto--	e or t
11.	di-	p
12.	--cyst	d
13.	endo--	h
14.	contra--	u
15.	dorsi--, dorso--	q
16.	--ectomy	c
17.	diplo--	s
18.	--cyte	k
19.	e, ec, ecto--	f
20.	dia--	g
21.	dactylo--	n
22.	dacry--	r

SET I
MULTIPLE CHOICE - ANSWERS

1. a-
2. ab-
3. ad-
4. adeno
5. aesthesia
6. -algia
7. ambi-
8. amphi-
9. ana-
10. andro-
11. ante-
12. antero-
13. anti-
14. auto-
15. bili-
16. bis-
17. bio-
18. brachy-
19. brady-
20. cardio-
21. cata-
22. -cele
23. cepha
24. -chromo-
25. -cide

TESTICULAR	SEROSA	SUPRARENAL	TESTES
SPLEEN	SURGEON	SPERM	SYMPTOM
SEROUS	SURGERY	SPINE	SYPHILIS
STRABISMUS	TENDON	SYNDROME	TESTES
SPINE	SYNDROME	SURGEON	TENDON
SYMPTOM	THIGH	TESTES	SEROSA
SURGERY	TESTICULAR	SYPHILIS	SPLEEN
SUPRARENAL	SEROUS	STRABISMUS	SPERM

SEROSA	SUPRARENAL	THIGH	SURGERY
SPINE	STRABISMUS	SEROUS	SURGEON
SYMPTOM	SPLEEN	SPERM	TESTES
SYNDROME	TESTICULAR	TENDON	SYPHILIS

SUPRARENAL	TENDON	SYMPTOM	THIGH
SEROSA	SURGERY	SYPHILIS	TESTICULAR
SURGEON	TESTES	SYNDROME	SPINE
STRABISMUS	SEROUS	SPERM	SPLEEN

SET III

Study these commonly used prefixes, suffixes, and word elements and their definitions.

-iasis	Condition of
-ic, -ical	Pertaining to
in-	Into or not
infra-	Below, beneath
inter-	Between, among
intra-	Within, into
-itis	Inflammation
-kinesis, -kinetic	Motion
latero-	Side
leuko-, leuco	White
-lingual	Tongue
lith-	Stone, calculus
-logy	Study of
patho-, -pathy	Disease
-penia	Lack of
peri-	Around
-plegia	Paralysis
pleuro-	Side, rib
poly-	Many
post-	After
pre-	Before
pseudo-	False
psych-	Pertaining to the mind
pyo-	Pus
pyro-	Fever, fire
quadri-	Four
retro-	Back of
-rrhagia	Sudden flow
-rrhaphy	Suture of
-rrhea	Flow
-scope	Instrument for inspection
-scopy	Examination or inspection
steno-	Contracted, narrow
super-	Excessive, above
supra-	Upon, above
tendo-	Tendon
trans-	Across, through
tri-	Three
-uria	Urine
ventro-	In front of

Now study the games and check your answers.

SET III

TRUE - FALSE

DIRECTIONS: Read the underlined word at the beginning of each definition. Then read the definition. If the word matches the definition write true on the space at the end of the statment. If the word does not match the definition, draw a line through the word and write the correct word on the space provided at the end of the statement.

1.	-kinetic	motion__________
2.	latero-	below, beneath__________
3.	intra-	within, into__________
4.	-iasis	condition of__________
5.	-pathy	study of __________
6.	-iasis	stone, calculus__________
7.	patho-	disease__________
8.	-logy	pertaining to__________
9.	-lingual	tongue__________
10.	poly-	between, among__________
11.	-penia	lack of __________
12.	in-	into or not__________
13.	post-	around__________
14.	-plegia	inflammation__________
15.	-plegia	paralysis__________
16.	peri-	side__________
17.	-lingual	side, rib__________
18.	leuco	white__________
19.	-ical	many__________
20.	post-	after__________

SET III

MATCHING

A prefix, suffix or word element is listed with three possible definitions. Put the letter of the correct definition on the line in front of the prefix or suffix.

1. ____________ retro-
   - a. front of
   - b. back of
   - c. beside

2. ____________ trans-
   - a. across, through
   - b. inside
   - c. front of

3. ____________ -rrhea
   - a. stoppage
   - b. flow
   - c. liquid

4. ____________ pre-
   - a. after
   - b. at this time
   - c. before

5. ____________ pyro-
   - a. loss of blood
   - b. paralysis
   - c. fever, fire

6. ____________ tri-
   - a. three
   - b. thirteen
   - c. thirty

7. ____________ ventro-
   - a. on
   - b. in front of
   - c. beside

8. ____________ psych-
   - a. pertaining to the mind
   - b. study of the heart
   - c. physics

9. ____________ tendo-
   - a. tenderfoot
   - b. tenderloin
   - c. tendon

10. ____________ super-
    - a. good
    - b. pertaining to superman
    - c. excessive, above

11. ____________ -scope
    - a. instrument for inspection
    - b. examination or inspection
    - c. a small hole

SET III
MATCHING - continued

12. ____________ pseudo-
a. true
b. false
c. two feet

13. ____________ pyo-
a. pus
b. pouch
c. urine

14. ____________ steno-
a. wide opening
b. contracted, narrow
c. no opening

15. ____________ supra-
a. below
b. excessive, above
c. upon, above

16. ____________ quadri-
a. four
b. forty
c. fortieth

17. ____________ -rrhagia
a. stoppage
b. sudden flow
c. flow

18. ____________ -uria
a. urine
b. uremia
c. uranium

19. ____________ -scopy
a. a small hole
b. instrument for inspection
c. examination or inspection

20. ____________ -rrhaphy
a. fever, fire
b. sudden flow
c. suture of

SET I
MATCHING

Match the prefix, suffix, or word element to the correct meaning. Place the letter in the space provided.

1. dis- __________
2. dent- dento-_______
3. entero- __________
4. dextro __________
5. circum __________
6. --emia __________
7. derm- dermal ________
8. dys- __________
9. --cele __________
10. --odont-- --odonto--
    ____
11. di-- __________
12. --cyst
13. endo-- __________
14. contra--__________
15. dorsi--, dorso--
16. __________
16. --ectomy __________
17. diplo--__________
18. --cyte __________
19. e, ec, ecto _________
20. dia-- __________
21. dactylo __________
22. dacry-- __________

a. around, about
b. difficult or painful
c. surgical removal of
d. bladder, bag
e. referring to the teeth
f. out of, outside
g. through, apart
h. within
i. apart
j. to the right
k. cell
l. intesting
m. blood
n. finger or digit
o. chamber
p. double or twice
q. to the back
r. tears
s. double
t. referring to the teeth
u. against, counter
v. pertaining to the skin

SET I
MULTIPLE CHOICE

DIRECTIONS: read the definition and the three words that follow. draw a line under the word that best describes or matches the definition.

1.	without, not	a-	amphi-	anti-
2.	from, away	ana-	ab-	bi-
3.	to, toward	-algia	ad-	antero-
4.	gland	-cele	andro-	adeno
5.	sensation, perception	aesthesia	ante-	cata-
6.	pain	anti-	-algia	cardio-
7.	both	ambi-	ante	ab-
8.	on both sides	brachy-	amphi-	-cide
9.	up, back, again	-cele	auto-	ana-
10.	man, male	andro-	bili-	-chromo-
11.	before	cata-	ante-	ambi-
12.	front	bio-	antero-	-cide
13.	against	adeno	bili-	anti-
14.	self	auto-	brady-	-algia
15.	bile	aesthesia	bili-	-cele
16.	twice, double	bis-	ana-	cata-
17.	life	ad-	ab-	bio-
18.	short	amphi-	brachy-	bi-
19.	slow	brady-	a-	ante-
20.	pertaining to the heart	ana-	-algia	cardio-
21.	down, lower, under	amphi-	cata-	-chromo-
22.	swelling, tumor	-cele	ante-	bio-
23.	pertaining to the head	cepha	card-	cardio-
24.	color	antero-	-chromo-	ambi-
25.	causing death	adeno	cephalo	-cide

SET II

Study these commonly used prefixes, suffixes, and word elements and their definitions.

epi-	Upon
erythro-	Red
exo-, ex-	Outside of
-fuge	Driving away
gastro-	Stomach
-lysis	Setting free
macro-	Large
mal-	Bad
-malacia	Softening
mega-, magalo	Large
melano-	Black
meso-	Middle
meta-	Beyond, change
-meter	Measure
micro-	Small
mono-	One, single
multi-	Many, much
myo-	Muscle
neo-	New
neuro-, neur-	Nerve, nervous system
ob-	Against
-odynia	Pain
-oid	Resembling
olig-	Few, less than normal
-oma	Tumor
optha-	Pertaining to the eye
-osis	Condition, process
-ostomy	Making an opening into
oto-	Ear
-otomy	Incision into
-ous	Full of
pan-	All, every
para-	Apart from, beside
-genetic, -genic	Producing, origin
-genous	Kind
glyco-	Sugar
-gram	Tracing, picture
-graph	Instrument for recording
gyno, gyn	Pertaining to the female
hemo-, hemato	Blood
hepato-	Liver
hetero-	Other, unlike
homo-	Same, alike
hyper-	Increased
hypo-	Decreased
hystero-	Uterus

Now study the games and check your answers.

SET II
MULTIPLE CHOICE

Fill in the prefix, suffix or word element that goes with the definition. All words needed are included at the bottom of the worksheet.

1. ____________________ same, alike
2. ____________________ instrument for recording
3. ____________________ tumor
4. ____________________ ear
5. ____________________ all, every
6. ____________________ other, unlike
7. ____________________ incision into
8. ____________________ uterus
9. ____________________ few, less than normal
10. ____________________ decreased
11. ____________________ condition, process
12. ____________________ blood
13. ____________________ apart from, beside
14. ____________________ sugar
15. ____________________ pertaining to the eye
16. ____________________ decreased
17. ____________________ producing, origin
18. ____________________ liver
19. ____________________ pertaining to the female
20. ____________________ increased
21. ____________________ tracing, picture
22. ____________________ making an opening into
23. ____________________ kind
24. ____________________ full of

WORDS TO USE

olig--
--oma
ophtha--
--osis
--ostomy
oto--
--otomy
--ous

pan--
para--
--genetic --genic
--genous
glyco--
--gram
--graph
gyno gyn

hemo-- hemato--
hepato--
hetero--
homo--
hyper--
hypo--
hystero--

SET II
MATCHING

DIRECTIONS: Read the definitions in Column B and find the matching word in Column A. Write the letter of the definition on the blank provided in front of the matching word.

	Column A		Column B
____1.	exo-	A.	upon
____2.	-oid	B.	red
____3.	-malacia	C.	outside of
____4.	-odynia	D.	driving away
____5.	epi-	E.	stomach
____6.	ob-	F.	setting free
____7.	megalo	G.	large
____8.	-lysis	H.	bad
____9.	micro-	I.	softening
____10.	erythro-	J.	large
____11.	neuro-	K.	black
____12.	macro-	L.	middle
____13.	neo-	M.	beyond, change
____14.	-fuge	N.	measure
____15.	multi-	O.	small
____16.	melano-	P.	one, single
____17.	meta-	Q.	many, much
____18.	gastro-	R.	muscle
____19.	myo-	S.	new
____20.	meso-	T.	nerve, nervous system
____21.	mono-	U.	against
____22.	mal-	V.	pain
____23.	-meter	W.	resembling

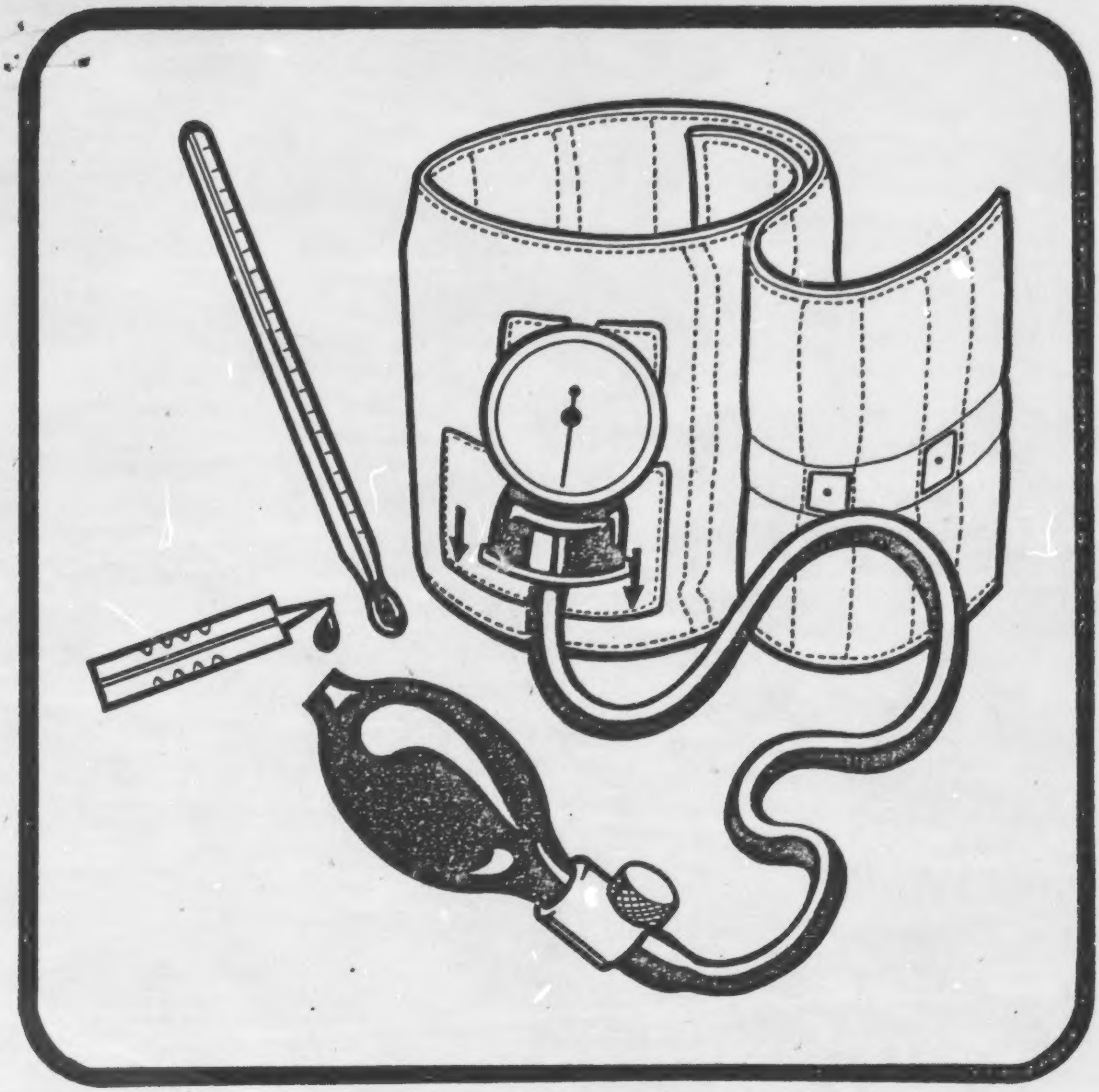
-CELE	-CYST	DACRY-	DENT-
-ODONT	DERM-	DI-	DIPLO-
DORSI-	ECTO-	-ECTOMY	ENDO-
CONTRA-	-CYTE	FREE	DACTYLO

CIRCUM-	CONTRA-	-CYTE	DACTYLO-
DIS-	FREE	DYS-	EC
-EMIA	ENTERO-	DERMAL	-CELE
DENTO-	-ODONTO	DEXTRO-	DIA-

CIRCUM-	CONTRA-	-CYTE	DACTYLO
-CELE	-CYST	DACRY-	DENT
ENTERO-	ENDO-	FREE	-EMIA
-ECTOMY	E EC	DYS-	DORSO-
_EMIA	ECTO-	DIS-	DI-
DERMAL	DENTO	FREE	DACRY-
CONTRA-	ENTERO	-ECTOMY	DORSI-
DORSO-	DIA-	DERM-	DENT-

MULTI-	META-	OB-	MYO-
-METER	NEURO-	MICRO-	-OID
-ODYNIA	MONO-	MAL-	NEO-
MAL-	EPI-	-FUGE	MESO-
ERYTHRO-	MACRO-	EXO-	-MALACIA
GASTRO-	MEGA-	-LYSIS	MELANO-

NEO-	-METER	NEURO-	MONO-
MICRO-	MYO-	META-	-OID
EPI-	-ODYNIA	OB-	MULTI-
MEGA-	EPI-	-MALACIA	EXO-
GASTRO-	MAL-	-FUGE	-LYSIS
ERYTHRO-	MELANO-	MESO-	MACRO-



medical assistant

unit: LANGUAGE

capital area career center

module: 4401 02 015 date: November 1977 level: II

skill title: How to Know and Understand Medical Abbreviations

developed & written by: Elaine Noffze and Donna Seney

visuals by:

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to recognize, understand and use medical abbreviations.

IN ORDER TO DO THIS YOU WILL NEED:

Attached list of abbreviations and self-check.

Pen

Packet of games for Module #4401 02 015

WE WILL KNOW YOU CAN DO IT WHEN:

1. You can successfully complete the game packet for this module.
2. You can correctly complete the self-check exercises for this module.
3. You can correctly use the abbreviations in your daily classroom conversation.

JOB STEPS

1. Look at the abbreviations for Set I of this module. Study the abbreviations and their matching definitions until you can successfully match each abbreviation with its definition.

2. When you finish studying Set I, complete the game packet for this set. The games are located in the classroom. Write your answers on your own paper. Check your answers.

3. When you have correctly completed the games for Set I, complete the self-check for Set I. Write your answers on your own paper. Turn in your answers to your instructor.

4. Repeat Job Steps 1, 2, and 3 using:

    A. Abbreviations and definitions for Set II.
    B. Game packet for Set II.
    C. Self-check for Set II.

5. Repeat Job Steps 1, 2, and 3 using:

    A. Abbreviations and definitions for Set III.
    B. Game packet for Set III.
    C. Self-check for Set III.

6. Repeat Job Steps 1, 2, and 3 using:

    A. Abbreviations and definitions for Set IV.
    B. Game packet for Set IV.
    C. Self-check for Set IV.

SET I

Study these abbreviations and definitions:

A

$\overline{aa}$	Equal Parts of Each	Used as a prescription sign when two or more substances are to be mixed in equal amounts before use. Example: Gargle $\bar{c}$ $\overline{aa}$ H_2O & H_2O_2 (peroxide)
ac	Before Meals	Used as a prescription sign to instruct when a medication is to be used. Example: Take 1 (one) ac t.i.d.
ad lib	As Desired	Used as a prescription sign to instruct that a medication may be used as needed or in physician's orders regarding a patient's activity. Example: Rx: Apply locally ad lib Dr.'s orders: up ad lib
alt. dieb.	Alternate Days	Used as a prescription sign to instruct that treatment or medication is to be taken every other day. Used usually when another medication or a different dose is to be taken on the other day. Example: Soak 1/2 hr. alt. dieb.
alt. hor.	Alternate hours	Used as a prescription sign to instruct that treatment or medication is to be taken every other hour. Another treatment or medication may be taken on the succeeding hour. Example: 2 (two) gtt o.d. alt. hor.
Aq. dist.	Distilled Water	Used as prescription sign or on physician's orders when water without minerals is needed. Example: Irrigate O.S. $\bar{c}$ Aq. dist. in A.M.
ASA	Aspirin (Acetylsalicylic Acid)	Used as a prescription sign, doctor's order or a medical history as an abbreviation for aspirin. Example: History: Pt. allergic to ASA

SET I - ABBREVIATIONS - continued

AMA	American Medical Association	Professional organization of Medical Doctors
AOA	American Osteopathic Association	Professional organization of Osteopathic Physicians

B

Ba	Barium	Seen on an X-ray report, physician or doctor sheet, when fluoroscopic X-rays of upper or lower intestines are ordered or reported. (Barium is a contrast material taken internally to outline the g.i. tract on X-rays for diagnostic purposes.) Example: Report: Ba not visualized due to inadequate cleansing of the lower bowel.
b.id.	Twice a day	Used as a prescription sign when a treatment or medicine is to be used twice a day. Example: Take 1/2 b.id.
BMR	Base Metabolic Rate	Seen on a lab report or physician order sheet (a test to measure thyroid gland activity). May be seen on a medical history.
BP	Blood Pressure	Used on a medical history, physician's order sheets to indicate when it should be taken or when medication should be taken. May be on a prescription. Example: Rx: take 2 if BP ↑ 150/systolic
BCG	A vaccine for tuberculosis commonly used in Europe, Africa or Asia	May be seen on a patient medical history. Example: Patient reports BCG 1967 while in Uganda
BCP	Birth Control Pills	Seen on a medical history. A prescription form would not have this abbreviation. The trade name would be used. Example: Patient reports taken BCP for 5 years

SET I - ABBREVIATIONS - continued

C

$\bar{c}$	With	Used as a prescription sign. Example: Take $\bar{c}$ milk
C	Centigrade	Metric measurement of temperature. 100° boiling point of water, 0° freezing point. 37° C is equal to 98.6° F. Not seen very often in U.S. May be seen more frequently with conversion to the metric system. Would be seen on history and physicals. Example: T. 37°C oral
C.A.	Cancer, carcinoma	Seen on medical history or pathology report. Example: C.A. breast 1972
Cal.	Calorie	Seen on medical history or diet order by physician. Example: 1200 Cal. soft diet
CBC	Complete Blood Count	Seen on a laboratory report, medical history or physician order sheet. Example: Lab Slip, X CBC
cc	cubic centimeter	Seen on a laboratory report, or a physician order sheet. Example: Order sheet - Irrigate $\bar{c}$ 20 cc Neosporin
CO_2	Carbon Dioxide	Seen on a laboratory report for pulmonary exchange tests or blood tests. Example: Blood test - CO_2 25 mm/L normal

D

d.c. or dsc.	Discontinue	Seen on a physician order sheet. Example: d.c. Lasix
d.d.	Let it be/given to	Seen on a prescription sheet.
dil.	dilute	Seen on a prescription sheet or physician order sheet. Example: dil. in warm H_2O

SET I - ABBREVIATIONS - continued

div.	divide	Seen on prescription sheet Example: div. into 12 even doses
dr or ʒ	drams, dram	Seen on a prescription sheet Example: ʒ1 in A.M.
dx	diagnosis	Seen on medical history Example: dx of colitis during last hospitalization
D.O.	Doctor of Osteopathy	Seen after the signature of an osteopathic physician on a prescription form or history. Example: John C. Good, D.O.

Now, before you do the SELF-CHECK, practice the games for SET I. Then do the SELF-CHECK.

SET I

MATCHING

Match the correct abbreviation to the word or words it stands for. Place the letter in the space provided. Check your work. Write all answers on your own paper.

CO_2 ____________________
D.O. ____________________
d.c. or dsc. ____________
CBC ____________________
Ca ____________________
dr. or ʒ ______________
C.I. ____________________
cc ____________________
dx ____________________
d.d. __________________
C.A. __________________
d.t.d. _______________
dil. __________________
Cal. ____________________
div. __________________

a. discontinue
b. let it be/given to
c. give of such a dose
d. calorie
e. Doctor of Osteopathy, Osteopath
f. divide
g. dilute
h. calcium
i. dram, drams (drachms)
j. diagnosis
k. color index
l. carbon dioxide
m. complete blood count
n. cancer, carcinoma
o. cubic centimeter

SET I

TRUE - FALSE

DIRECTIONS: Read the underlined word at the beginning of each definition. Then read the definition. If the word matches the definition write true on the space at the end of the statement. If the word does not match the definition, draw a line through the word and write the correct word on the space provided at the end of the statement. Check your work. Be sure to write all answers on your own paper.

1.	aq. dest.	distilled water ____________________
2.	bid	before meals ________________________
3.	alt. dieb	alternate hours ______________________
4.	B. C. P.	birth control pills __________________
5.	$\overline{aa}$	equal parts of each __________________
6.	$\overline{aa}$	aspirin (acetylsalicylic acid) ____________
7.	ad lib	as desired ___________________________
8.	$\bar{c}$	a vaccine for tuberculosis, common in Europe, Africa and Asia ____________________
9.	alt. hor.	alternate days _______________________
10.	B.C.P.	barium _______________________________
11.	B.P.	blood pressure _______________________
12.	B.C.G.	basal metabolism rate ________________
13.	A.M.A.	American Medical Association ______________
14.	C	with _________________________________
15.	bid	twice a day __________________________
16.	a.c.	centigrade ___________________________

SET I

MATCHING - ANSWERS

CO_2	l
D.O.	e
d.c. or dsc.	a
CBC	m
Ca	h
dr. or ʒ	i
C.I.	k
cc	o
dx	j
d.d.	b
C.A.	n
d.t.d.	c
dil.	g
Cal.	d
div.	f

SET I
TRUE - FALSE -- ANSWERS

1. true
2. a.c.
3. alt. hor.
4. true
5. true
6. A.S.A.
7. true
8. B.C.G.
9. alt. dieb
10. Ba
11. true
12. B.M.R.
13. true
14. $\bar{c}$
15. true
16. C

SET I: SELF-CHECK

Choose the answer that uses the appropriate abbreviation for each of the following:

1. __________ is an abbreviation for acetylsalicylic acid.

   a. a.c.
   b. ASA
   c. BCG

2. When a medication is to be discontinued you would see __________ on an order sheet.

   a. D.S.
   b. D.O.
   c. d.c.

3. A test for measuring blood components is __________.

   a. B.M.R.
   b. C.A.
   c. C.B.C.

4. A M.D. may belong to the following national medical organization __________.

   a. AMA
   b. AMC
   c. BCG

5. __________ is a measure of the force that circulating blood exerts on blood vessels.

   a. Ba
   b. BP
   c. C.I.

6. Abbreviation for medicine ordered to be given on odd numbered days __________.

   a. div.
   b. cc
   c. alt. dieb.

7. __________ indicates that medicine is to be used twice a day, before meals.

   a. d.d., a.c.
   b. bid, a.c.
   c. bid, $\overline{aa}$

SET I: SELF-CHECK - Continued

8. Abbreviation for the diagnosis of cancer would look like __________.

   a. d.o., ca
   b. C.I., Ca
   c. dx, C.A.

9 An osteopathic physician would use __________after his signature.

   a. D.O.
   b. D.D.
   c. A.M.A.

10. Calcium would be expressed by__________.

   a. Ca
   b. CA
   c. Cal

11. An order to discontinue birth control pills would look like __________.

   a. BP, ad lib
   b. d.c. BCP
   c. B.C.P., aq. dist.

12. A prescription ordering a dram of medicine to be taken with an elevated blood pressure would have the abbreviations____________________.

   a. ʒ, or dr, BP 150/
   b. dx, B.C.P.
   c. d.d., BP 150/

13. Equal parts of medicine to be taken every other hour would be written as__________.

   a. $\overline{\text{aa}}$, alt, dieb.
   b. $\overline{\text{d.}}$d., alt. hor.
   c. $\overline{\text{aa}}$, alt. hor.

14. A cubic centimeter of distilled water would abbreviated as__________.

   a. C, cc
   b. CBC, aq. dist.
   c. cc, aq. dist.

SET I: SELF-CHECK - continued

15. An order for a tuberculosis vaccine to be given in divided dose would look like__________.

    a. BCG, div.
    b. BCP, div.
    c. BCG, d.d.

16. Medicine to be diluted with distilled water would be written with the abbreviations__________ __________ __________.

    a. dil., c̄, D.O.
    b. div., C, aq. dist.
    c. dil., c̄, aq. dist.

17. Centigrade at 100 which is the boiling point of water could be abbreviated__________.

    a. C.I., CBC
    b. C
    c. C, Ba

18. The following could be interpreted to mean Barium, Let it be/given to:__________ __________.

    a. Ba, d.d.
    b. B.P., dd
    c. Ba, dsc.

19. A calorie is represented by the abbreviation__________.

    a. CO_2
    b. Cal.
    c. Ca.

Turn in your answers to your instructor.

SET II

Study these abbreviations and definitions:

E

EDC	Estimated Date of Confinement	Seen on a medical history to list the expected date of delivery during pregnancy. Example: EDC is 9/22/78
EEG	Electroencephalogram	Seen on nuclear medicine department report, physician order sheet. May be included on history report for earlier tests performed on a patient. Example: On report: EEG: Impression
EKG	Electrocardiogram	Seen on report from laboratory, inhalation therapy or whatever department manages this test. May be included in patient's history. Example: On report: EKG: Impression
extr.	extract	Seen on a prescription form when medication is ordered in this state.
E.N.T.	Ear, Nose, Throat	Seen on patient medical history form. Example: E.N.T.: normal

F

F	Farhenheit	Measure of temperature seen on medical history or prescription when medication such as ear drops or soaks required to be warmed. Example: SS enema at 105°F
FBS	Fasting Blood Sugar	Seen on a medical history, laboratory report or physician order sheet. Example: FBS 120 (normal range)
fl. fl. oz.	fluid fluid ounce	Seen on prescription form when liquids or syrups ordered. Example: 2 fl. oz.
fract. dos.	In divided doses	Seen on prescription form when a specific amount of medicine is to be taken over a specific amount of time. Example: 2 fl.oz. fract. dos. for 24 doses
♀	Symbol for female	Seen on medical history to indicate the sex of the patient. Example: 24 yr. old ♀

SET II - ABBREVIATIONS - continued

G

GB	Gallbladder	Seen on a medical history and physical Example: GB removed 1968
GI	Gastro-intestinal	Seen on medical history and physical Example: GI: Pt. states pain after eating
Gm	Gram	Used on a prescription form as a description of metric measurement or on history and physicals for weights of newborns. Example: Birthweight 4567 Gm
gr.	Grains	Used on a prescription form as a description of metric measurement. A unit smaller than a gram. Example: ASA $\overline{X}$ gr. b.id.
gtt.	drop	
gtts.	drops	Used on a prescription form to instruct on the amount given for each dose. Example: 2 gtts. each ear b.id
GU	Genitourinary	Seen on a history and physical to describe the reproductive organs and kidneys, uretus, bladder and urethra. Example: GU: hysterectomy 1971 - no complaint of frequency, urgency or burning on urination

H

h.	hour	Seen on prescription form, or a physician order sheet. Example: 1/2 every h.
hgb	Hemoglobin	Seen on a laboratory slip, usually done with a CBC (Complete Blood Count). Example: hgb. 14.8 gms.
H & P	History & Physical	Seen on progress notes Example: H & P dictated

SET II - ABBREVIATIONS - continued

h.s.	At bedtime	Seen on a prescription when medication is to be taken before bedtime. Example: take 2 at h.s.
hct.	hematocrit	Seen on laboratory slip usually done with a CBC. Example: hct. 37.5%

I

I.Q.	Intelligence Quotient	May be seen on a history and physical form. Example: I.Q. appears below age normals
IPPB	Intermittent Positive Pressure Breathing	Seen on physician order sheet or Cardio-Pulmonary Form. Example: IPPB b.id.
I.M.	Intramuscular	Used as a prescription sign to instruct the route of medication be given into the muscle. Example: 1 ml. I.M.

L

L.L.Q.	Left lower quadrant	Seen on history and physical form or X-ray report. Example: Tenderness upon palpation on L.L.Q.
L.P.	Lumbar puncture	Seen on history and physical form to describe tests patient had in the past. Also on physician order sheet. Example: L.P. of March 77 showed no abnormalities
L.U.Q.	Left upper quadrant	Seen on history and physical. May be used in X-ray report. Example: X-ray: Dense opacity in L.U.Q. noted
LMP	Last Menstrual Period	Used on history and physical and should be seen on lab slip when tests for pregnancy done. Example: LMP - 6/13/77

Now, before you do the SELF-CHECK for SET II, practice the games for SET II. Then do the SELF-CHECK for SET II.

SET II

MATCHING

Fill in the abbreviation that goes with the definition. All abbreviations are included at the bottom of the page.

1. ____________________ Drop
2. ____________________ Intelligence quotient
3. ____________________ Hour
4. ____________________ Gram
5. ____________________ Hematocrit
6. ____________________ Lumbar puncture
7. ____________________ Last Menstrual Period
8. ____________________ At bedtime
9. ____________________ Genitourinary
10. ____________________ Left upper quadrant
11. ____________________ Hemoglobin
12. ____________________ Grain

GI
GM
gr.
gtt.
gtts.
GU
h.
hgb.
h.s.
hct
I.Q.
L.L.Q.
L.P.
L.U.Q.
L.M.P.

SET II

MULTIPLE CHOICE

Directions: Read the definition and the three words that follow. Draw a line under the word that best describes or matches the definition.

1. Estimated Date of Confinement ft. EDC GB
2. Farenheit fl. ft. F
3. Gallbladder ECG GB Gm.
4. Electroencephalogram EEG extr. f. pil.
5. Fasting blood sugar EDC FBS ft. pulv.
6. Electrocardiogram fract. dos. E.N.T. ECG
7. fluid F ft. fl.
8. fluid ounce fl. fl.oz. F
9. extract extr. ft. pulv. EDC
10. Ear, Nose Throat GB EDG E.N.T.
11. in divided doses EEG fract. dos. fl.
12. female F f. pil. ♀

SET II
ANSWER SHEET

MATCHING

1. gtt
2. I.Q.
3. h
4. Gm.
5. hct.
6. L.P.
7. L.M.P.
8. h.s.
9. GU
10. L.U.Q.
11. L.L.Q.
12. hgb.
13. gtts.
14. GI
15. Gm.

MULTIPLE CHOICE

1. EDC
2. F
3. GB
4. EEG
5. FBS
6. ECG
7. fl.
8. fl. oz.
9. extr.
10. E.N.T.
11. fract.dos.
12. ♀

SET II: SELF-CHECK

Choose the answer that uses the appropriate abbreviation for each of the following:

1. The last menstrual period would be represented by the letters __________.

   a. LMP
   b. L.U.Q.
   c. L.L.Q.

2. A CBC lab slip would have the following abbreviations to indicate the level of hemoglobin and hematocrit: ____________.

   a. FBS, hct.
   b. hgb, hct.
   c. hgb, gtt.

3. From smaller to larger the abbreviations of grains and grams would be listed as __________.

   a. GU, Gm
   b. Gm, gr.
   c. gr., Gm

4. The digestive system would be symbolized as __________ and the genitourinary system would be written as __________.

   a. GI, GU
   b. GU, GI
   c. GB, GU

5. Ear drops to be given at bedtime would be abbreviated __________.

   a. Gm, h.s.
   b. gtts., h.
   c. gtts., h.s.

6. The symbol for a female is drawn as__________.

   a. ↑
   b. ♀
   c. ♂

7. A fluid ounce of extract to be given in divided doses would be expressed in the abbreviated forms, in order, ____________.

   a. fl., ent., LMP
   b. fl.oz., extr., fract. dos.
   c. h., extr., fract. dos.

SET II - SELF-CHECK - continued

8. Abbreviations for ear, nose and throat would be written as __________.

    a. FBS
    b. L.U.Q.
    c. E.N.T.

9. The expected date of delivery of a baby would be expressed as __________.

    a. EEG
    b. EDD
    c. EDC

10. Measurement of the electrical activity of the brain is done by a __________ and of the heart is a __________.

    a. EKG, EEG
    b. EEG, EKG
    c. EDC, EKG

11. A measurement of knowledge is a __________.

    a. I.Q.
    b. L.L.Q.
    c. L.U.Q.

12. Hour can be abbreviated by writing __________ and farhenheit by __________.

    a. h, F
    b. h, f
    c. h.s., f.

13. You would use the letters __________ to abbreviate the test for blood sugar after fasting.

    a. FBS
    b. h.s.
    c. L.P.

14. A test to remove small amounts of spinal fluid would be done by the procedure abbreviated as __________.

    a. L.S.
    b. G.B.
    c. L.P.

SET II - SELF-CHECK - continued

15. The gallbladder can be abbreviated as __________.

    a. Gb
    b. GU
    c. GB

16. The left side of the abdomen can be abbreviated for the upper part as __________ and for the lower part as __________.

    a. L.U.Q., L.L.Q.
    b. L.U.P., L.L.P.
    c. L.O.P., L.Q.L.

Turn in your answers to your instructor.

SET III

Study these abbreviations and definitions:

M

♂	Male	Seen on patient and physical. Example: 21 yr. old ♂
ml.	milliliter Metric measurement of volume, one-thousandth of a liter, equal to 1 cc	Seen on physician order sheet or used as a prescription sign. Example: 1 ml. I.M.
min.	minim the sixtieth part of a fluid dram, a drop	Used as a prescription sign to indicate a liquid dose. Example: $\overline{II}$ min. left nostril b.id.
mm	millimeter metric measurement one-thousandth of a meter	Seen on a history and physical to describe length of a wound, or incision, scar, etc. Example: Abdominal scar 30 mm
M.D.	Medical Doctor (Homeopath)	Seen after the signature of a physician to indicate what school of medicine he attended. Example: Mary Hope, M.D.

N

N.A.D.	no appreciable disease	Seen on a history and physical. Example: siblings healthy, N.A.D.
noc	at night	Used as a prescription sign to indicate when medicine or treatment is to be taken.. Example: Take $\overline{I}$ in A.M. & $\overline{I}$ noc
N.P.N.	Nonprotein Nitrogen	Seen on a laboratory slip to indicate level of this substance in the blood. Example: N.P.N. normal range
N.P.O.	Nothing by mouth	Seen on a physician order sheet to order complete abstinance of food or liquids by patient. Often for purposes of a test. Example: N.P.O. after midnight.

SET III - ABBREVIATIONS - continued

N/V	Nausea & vomiting	Seen on history and physical. Example: N/V for 2 da.
N.Y.D.	Not yet diagnosed	Seen on history or physical or progress notes. Example: Etiology, N.Y.D.
O		
O.B.	Obstetrics	May be seen history and physical, hospital admission slip, or name of a unit in a hospital. Example: Pt. under O.B. care last 2 years for menorrhagia
o.d.	Right eye	Seen on history and physical if pathology exists and used as a prescription sign to instruct which eye requires treatment or medication (drops). Example: Irrigate o.d. in A.M.
O_2	Oxygen	Seen on lab slip or physician order sheet Example: O_2 per nasal caanula at 4L
om or qA.M.	every morning	Seen as a prescription sign to instruct that a medication or treatment is to be taken in the morning. Example: $\overline{\text{II}}$(two) at om
on or q.noc.	Every night	Used as a prescription sign to instruct that a medication or treatment is to be taken at night. Example: $\overline{\text{I}}$ gtt. o.d. on
o.s.	Left eye	Used as a prescription sign to instruct that a medication or treatment is to be taken in the left eye. Example: $\overline{\text{II}}$ gtts. o.s. alt. hor.
OV	Ovum	Seen on a medical history or pathology report. Example: OV released immaturely
oz. or ℥	Ounce	Used as a prescription sign to instruct on quantity to be taken by the patient or quantity ordered by physician Example ℥ $\overline{\text{IV}}$ - (4 ounces)

SET III - ABBREVIATIONS - continued

P

P	pulse	Seen on a medical history or physician order sheet Example: P 80
$\bar{p}$	following or after	Used as a prescription sign or on a history and physical. Example: Patient reports pain in L.U.Q. $\bar{p}$ moderate exercise
p.a.	in equal parts	Used as a prescription sign to instruct that 2 or more substances are to be mixed in equal amounts. Example: Mix p.a. before use
P.B.I.	Protein Bound Iodine	Seen on a laboratory slip or physician order sheet - a test of thyroid function. Example: P.B.I. 5-8 aq/100 ml serum - normal range
p.c.	After meals	Used as a prescription sign to instruct when a treatment or medication is to be taken. Example: p.c. b.id.
p.o.	By mouth	Used as a prescription sign to instruct the method a medication is to be taken. Example: Take $\ddot{\overline{II}}$ p.o. at h.s.
prn.	As needed	Used as a prescription sign to instruct that medication or treatment may be taken as needed. Often seen on physician order sheet. Example: $\ddot{\overline{II}}$ gtts. each nostril prn.
Prescription signs		To give the number of units (drops, pills, cc's, etc.) ordered for a dose. May be used in the ordering of total units to be dispensed.

	Example:
$\dot{\overline{I}}$ one	$\dot{\overline{I}}$ t.i.d.
$\ddot{\overline{II}}$ two	$\ddot{\overline{II}}$ t.i.d.
$\dddot{\overline{III}}$ three	$\dddot{\overline{III}}$ t.i.d.
$\dot{\overline{IV}}$ four	$\dot{\overline{IV}}$ t.i.d.

SET III - ABBREVIATIONS - continued

Prescription signs. . .		Continue with Roman numerals with a line drawn above the number as shown above. A dot above each numeral one should be evident. Example: $\overline{\dot{s}\dot{s}}$ one half $\overline{\dot{s}\dot{s}}$ tablet b. id. ss one half ounce ss one half dram # amount or number to be dispensed Example: #24 or # IV (4 oz.)
pt.	patient	Seen on a history or physical as abbreviation for patient. Example: Pt. complains of pain in L.L.Q.
px	prognosis	Seen on history or physical, progress note, or on a discharge summary. Example: px - guarded
P.P.D.	Protein purified derivative (the substance used for inter-dermal tuberculin testing)	Seen on a prescription or physician order sheet or history and physical. Example: Pt. reports P.P.D., 1973, neg.
Q		
q	every	Used as a prescription sign to instruct when a medication or treatment is to be given. Example: Take $\overline{\dot{I}\dot{I}}$ q h
q.d.	daily	Used as a prescription sign to instruct when a medication or treatment is to be taken.

Now, before you do the SELF-CHECK for SET III, practice the games for SET III. Then do the SELF-CHECK for SET III.

SET III

MATCHING

An abbreviation is listed with three possible definitions. Put the number of the correct definition in front of the abbreviation. A line is provided for your answer.

_______________ P.P.D.
1. Protein purified derivative
2. Pip pill derivative
3. Pot pie dinner

_______________ q
1. All
2. Sometimes
3. Every

_______________ o.s.
1. Right eye
2. Left eye
3. Both eyes

_______________ pc
1. After food, after meals
2. At night
3. After sleeping

_______________ px
1. Prescription
2. Prognosis, sometimes for physical exam
3. Army surplus store

_______________ qd
1. Quite frequently
2. Often
3. Daily

_______________ OV
1. Ounce
2. Over
3. Ovum

_______________ p.o.
1. According to necessity
2. Post Office
3. By mouth

_______________ oz. or ℥
1. Ounce
2. Ozone
3. Azzie

_______________ P
1. Following
2. Pulse
3. Protein

SET III

MATCHING - continued

________________ prn

1. Pronoun
2. According to necessity
3. Principal

________________ pt

1. Patience
2. Patent
3. Patient

________________ PBI

1. Protein-bound iodine
2. Patient bound in
3. In between places

________________ p.a.

1. Participial adjective
2. In equal parts
3. Pennsylvania

________________ $\bar{p}$

1. patient
2. following
3. protein

SET III
MULTIPLE CHOICE

DIRECTIONS: Read the word and the three definitions that follow. Draw a line under the definition that best describes or matches the word.

1. male micron oxygen
2. N.A.D. Medical Doctor not yet diagnosed
no appreciable disease
3. O.B. homeopath obstetrics nonprotein nitrogen
4. min (minim, the sixtieth part of a fluid dram, a drop)
micron every morning
5. noc millimeter right eye at night
6. o.d. obstetrics right eye Medical Doctor
7. mm at night every morning millimeter
8. N.P.N. no appreciable disease oxygen nonprotein nitrogen
9. O_2 oxygen the sixtieth part of a fluid dram right eye
10. ♂ male micron(one millionth of a meter) at night
11. N.P.O. nothing by mouth homeopath every night
12. q.A.M. micron nonprotein nitrogen every morning
13. M.D. not yet diagnosed Medical Doctor obstetrics
14. N.Y.D. nothing by mouth not yet diagnosed oxygen
15. q.noc every night every morning at night

SET III
MATCHING - ANSWERS

1 P.P.D.

3 q

2 o.s.

1 pc

2 px

3 qd

3 OV

3 p.o.

1 oz. or

2 p

2 prn

3 pt

1 PBI

2 p.a.

2 $\overline{p}$

SET III

MULTIPLE CHOICE - ANSWERS

1. male
2. no appreciable disease
3. obstetrics
4. minim, the sixtieth part of a fluid dram, a drop
5. at night
6. right eye
7. millimeter
8. nonprotein nitrogen
9. oxygen
10. micron (one millionth of a meter)
11. nothing by mouth
12. every morning
13. Medical Doctor
14. not yet diagnosed
15. every night

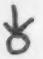
SET III - SELF-CHECK

Choose the answer that uses the appropriate abbreviation for each of the following:

1. The symbol for male is_________.

    a. ♀

    b. ♂

    c. 

2. An ounce to be given every day would be written as_________.

    a. q.d.

    b. S., q.d.

    c. q.d.

3. Two drops of medicine in the right eye when needed would be written as_________.

    a. gtts., o.s., prn

    b. $\dot{I}\dot{I}$ drs., o.d., px

    c. $\dot{I}\dot{I}$ gtts., o.d., prn

4. One drop of medicine in left eye every night would be abbreviated as_________.

    a. $\dot{I}$ gtts., o.s., q.noc

    b. $\dot{I}$ dm., o.d., q.noc

    c. $\dot{I}$ gtt., o.d., q.noc

5. Oxygen ordered every morning or after meals would be abbreviated as_________.

    a. O_2, q A.M., p.c.

    b. O_2, q.noc, a.c.

    c. O_2, q.A.M., a.c.

6. Patient prognosis favorable would be written as_________ in abbreviated form.

    a. pt. dx, favorable

    b. P.P.D.

    c. pt. px, favorable

SET III - SELF-CHECK - continued

7. A P.B.I. ordered by a M.D. would mean a ____________________.

    a. Protein Purified Derivitive ordered by a Ovum.
    b. Protein Bound Iodine test ordered by a doctor.
    c. Protein Bount Iodine ordered by a male patient.

8. An order for an obstetric patient to have nothing by mouth following dinner would look like ___________.

    a. OB, N.P.O., pc
    b. O.D., P.P.D., pc
    c. OV, p.o., p.a.

9. A history reporting no appreciable disease would appear as ___________.

    a. N.Y.D.
    b. N.A.D.
    c. N.P.N.

10. A history reporting pain not yet diagnosed would appear in abbreviated form as ___________.

    a. N.A.D.
    b. N.Y.D.
    c. P.P.D.

11. Abbreviation for pulse to be taken following exercise is ___________.

    a. P $\bar{p}$ exercise
    b. $\bar{P}$ a exercise
    c. px, P.P.D., exercise

12. An order for protein purified derivative to be used for injection at two sites in equal parts would be abbreviated as ___________.

    a. P.P.D., mm
    b. P.B.I., prn
    c. P.P.D., p.a.

13. Minim is abbreviated as___________.

    a. mil.
    b. mm
    c. min

SET III - SELF-CHECK - continued

14. Millimeter is abbreviated as __________.

    a. mil
    b. mm
    c. min

15. A physician's abbreviated order for a nonprotein nitrogen test would read __________.

    a. N.P.N.
    b. N.A.D.
    c. N.Y.D.

16. The abbreviation for an ovum reads as __________.

    a. OV
    b. OO
    c. OM

17. Medicine to be taken by mouth is written __________.

    a. p.o.
    b. N.P.O.
    c. no

Turn in your answers to your instructor.

SET IV

Study these abbreviations and definitions:

qh	Every hour	Used as a prescription sign or seen on physician order sheet to instruct medication or treatment to be taken every hour. Example: BP qh
q 2h	Every second hour	Used as a prescription sign or seen on a physician order sheet to instruct that medication or treatment is to be taken every other hour. Example: T q 2h
q 3h	Every third hour	Same as above two examples but, you guessed it, every third hour. Example: TPR q 3h
q 4h	Every fourth hour	Same, but every fourth hour Example: Ampicillin 250 mg q 4h
q.id	Four times a day	Used as a prescription sign or seen on physician order sheet to instruct medicine or treatment is to be taken 4 times a day. Hours will be determined by physician. That is, either around the 24-hour clock, which would be every 6 hours; or he/she may want the medication to be given during waking hours, usually 4 hours apart.
q s	As much as is sufficient	Used as a prescription isgn or seen on a physician order sheet to instruct that medication or treatment is to be taken as often or until desired effect is reached. Example: A & D ointment to rash q s
R		
R.A.I.	Radioactive isotope	Seen on a nuclear medicine report or physician order sheet. Used to diagnose and treat tumors. Example: R.A.I. - exam in A.M.

SET IV - ABBREVIATIONS - continued

R.B.C.	Red blood count (Erythrocyte)	Seen on a laboratory report form. Included in a C.B.C. May be seen on a physician orders, history & physical or progress notes. Example: R.B.C. 4.5
R.L.Q.	Right Lower Quadrant	Seen on a history and physical or X-ray report. Example: Pain on palpation R.L.Q.
Rx or Tx	Prescription or treatment	Used on a prescription form, on history & physical or progress notes. Example: Rx: supportive care
R.U.Q.	Right Upper Quadrant	Used on a history and physical or X-ray report. Example: Red raised rash R.U.Q.
S		
$\bar{s}$	Without	Used as a prescription sign, seen on history and physical or progress notes. Example: Nausea $\bar{s}$ vomiting
Sig.	Give the following directions	Used as a prescription sign to instruct the pharmacist what directions need to be given to the patient. Example: Sig.: $\bar{I}$ qh
SC or Sub-Q	Subcutaneously	Used on physician order sheet or as a prescription sign to direct the route medication is to be given. Example: 1/2 cc Epenephrine SC
S.O.B.	Shortness of breath	Seen on history and physical. Example: S.O.B. $\overline{pc}$ (after meals)
stat	Immediately - without delay	Used on physician sheet or verbally, often indicating a life-threatening situation. Example: stat O_2
Syr.	Syrup	Used as a prescription sign to instruct the pharmacist or nurse what form of medication is desired.

SET IV - ABBREVIATIONS - continued

SMA 12	A group of laboratory tests performed on blood	Used on a physician order sheet or seen on a laboratory report form. Example: SMA 12 in A.M.

T

Tb	Tablespoon	Used as a prescription sign to instruct the amount of medicine ordered to be taken. Example: Ī Tb. b.id.
T.B.	Tuberculosis	Seen on a history and physical or seen as part of an order for a test for this disease. Example: T.B. skin test Neg. 4/11/77
t.i.d.	Three times a day	Seen on physician's order sheet or used as a prescription sign to instruct the frequency that medication or treatment is to be taken. Example: Warm compresses t.i.d.
T.L.C.	Tender loving care	Written invisibly on your heart and recalled when relating to all people, especially worried and hurting patients. Sometimes it is necessary to remind people by writing this on a physician order sheet or nurse's orders. Example: T.L.C. q.s.
T.P.R.	Temperature Pulse & Respirations	Seen on physician order sheet or on history and physical. Example: T.P.R. q 4h
tr	tincture	Used as a prescription sign to instruct the pharmacist on the form of medication desired. Example: tr merthiolate
tsp	teaspoon	Used as a prescription sign to instruct the quantity of medicine to be taken. Example: Ī tsp b.id.
T & A	Tonsilectomy and Adenoidectomy	Seen on a history and physical or progress notes. Example: T & A 1967

SET IV - ABBREVIATIONS - continued

U

U.A.	Urinalysis	Seen on physician order sheet, progress notes or on a laboratory slip for tests performed on urine. May specify if clean catch or sterile specimen. Example: U.A. in A.M.
Ung	Ointment	Used as a prescription sign to instruct the pharmacist on the form of medication desired. Example: Neosporin Ung

V

VD	Venereal disease	Seen on a history and physical. Example: Treated for VD

W

W.R.	Wasserman Reaction	Seen on a history and physical, physician order sheet, or laboratory report form. Blood test for syphilis. Example: W.R. negative
wt.	weight	Seen on a history and physical or physician order sheet. Example: wt. - 128#
W.B.C.	White Blood Count	Seen on physician order sheet or laboratory report form. Example: W.B.C. 9,500 - normal range

Now, before you do the SELF-CHECK for SET IV, practice the games for SET IV. Then do the SELF-CHECK for SET IV.

SET IV

WORD FILL - IN

DIRECTIONS: Read the definition and fill-in the appropriate word. To help you, the answer words are listed below.

1. ____________ every hour
2. ____________ radioactive isotope
3. ____________ without
4. ____________ every second hour
5. ____________ red blood count
6. ____________ give the following directions
7. ____________ every third hour
8. ____________ right lower quadrant
9. ____________ subcutaneously
10. ____________ every fourth hour
11. ____________ prescription treatment
12. ____________ immediately
13. ____________ four times a day
14. ____________ as much as is sufficient
15. ____________ right upper quadrant

qh
q.i.d.
RBC
$\overline{s}$
Sub-Q

q2h
q4h
RAI
R.L.Q.
sig.

q3h
qs
Rx
R.U.Q.
stat.

SET IV

TRUE OR FALSE

A definition is written after each abbreviation. Put true if the statement should be left as it is and false if a change is needed. Please change any false answers!!

1. Ung. = Ointment ______
2. W.B.C. = With blood cells ______
3. T L C = Temper Lid Control ______
4. T.B. = Tuberculosis ______
5. tsp. = Tablespoon ______
6. tr = Tincture ______
7. W.R. = Wrong Wrist ______
8. wt. = wait ______
9. Tb. = teaspoon ______
10. V D = Veneral disease ______
11. t.i.d. = three times a day ______
12. T and A = Times and addition ______
13. T P R = Temperature, Pulse, Respiration ______
14. syr = Syrup ______
15. SmA_{12} = A blood test ______

SET IV

WORD FILL WORD FILL - IN -- ANSWERS

1. qh
2. RAI
3. $\bar{s}$
4. q2h
5. RBC
6. sig.
7. q3h
8. R.L.Q.
9. Sub-Q
10. q4h
11. Rx
12. stat
13. q.i.d.
14. q.s.
15. R.U.Q.

SET IV

TRUE OR FALSE - ANSWERS

1. true
2. false - White Blood Cells
3. false - Tender Loving Care
4. true
5. false - teaspoon
6. true
7. false - Wasserman reaction
8. false - weight
9. false - teaspoon
10. true
11. true
12. false - Tonsilectomy and Adenoidectomy
13. true
14. true
15. false - A group of laboratory tests

Choose the answer that uses the appropriate abbreviation for each of the following:

1. The abbreviations for one tablespoon four times a day would be written as__________.

   a. $\dot{\bar{I}}$ T.B., q.id.

   b. $\dot{\bar{I}}$ Tb, q.id.

   c. $\dot{\bar{I}}$ Tb., t.id.

2. An order for a white blood count and urinalysis immediately, without delay would be abbreviated____________.

   a. R.B.C., U.A., Sig.
   b. W.R., U.A., Stat
   c. W.B.C., U.A., Stat

3. __________ __________would mean tender loving care in sufficient quantity.

   a. qh, T.P.R.
   b. T & A, T.L.C.
   c. qs, T.L.C.

4. Radioactive isotope to be injected before scan of right upper quandrant would be abbreviated as____________.

   a. RAI $\bar{p}$ RUQ scan

   b. RAI $\bar{c}$ RUQ scan

   c. RAI before RUQ scan

5. An order for temperature, pulse, and respirations and weight, every four hours would look like____________________.

   a. T.P.R., wt., q 4h
   b. T.P.R., wt., q.id
   c. T.L.C., st., q 4h

6. A tuberculosis test ordered to be given subcutaneously would be abbreviated as__________.

   a. T.B., SC
   b. T.B., Sig.
   c. Tb., SC

SET IV - SELF-CHECK - continued

7. A history and physical that states a patient is without venereal disease could be abbreviated as ____________.

   a. s̄, VD
   b. wt., VD
   c. s̄, U.A.

8. A teaspoon of syrup ordered every third hour would be written as __________.

   a. tsp., Sig.
   b. Tb., Syr.
   c. tsp, Syr. q3h

9. __________ is a laboratory test on blood that measures twelve elements in the blood.

   a. R.A.I.
   b. S.M.A. 12
   c. W.R.

10. Tincture ordered to be applied to the right lower quadrant three times a day would be abbreviated __________.

    a. Ung, R.L.Q., t.id
    b. tr, R.L.Q., t.id
    c. tr, R.L.Q., q 3h

11. A tonsilectomy and adenoidectomy would be seen in abbreviated form as __________.

    a. V & D
    b. T.L.C.
    c. T & A

12. Ointment prescribed to be every third hour is ____________.

    a. Ung, q 3h
    b. Ung, t.id
    c. tr, t.id

13. Wasserman reaction to a syphilis test would be abbreviated as __________.

    a. W.R.
    b. W.B.C.
    c. Ung

SET IV - SELF-CHECK - continued

14. A physician order sheet requires a red blood count every hour. It would look like ________.

    a. R.B.C., qs
    b. W.B.C., qh
    c. R.B.C., qh

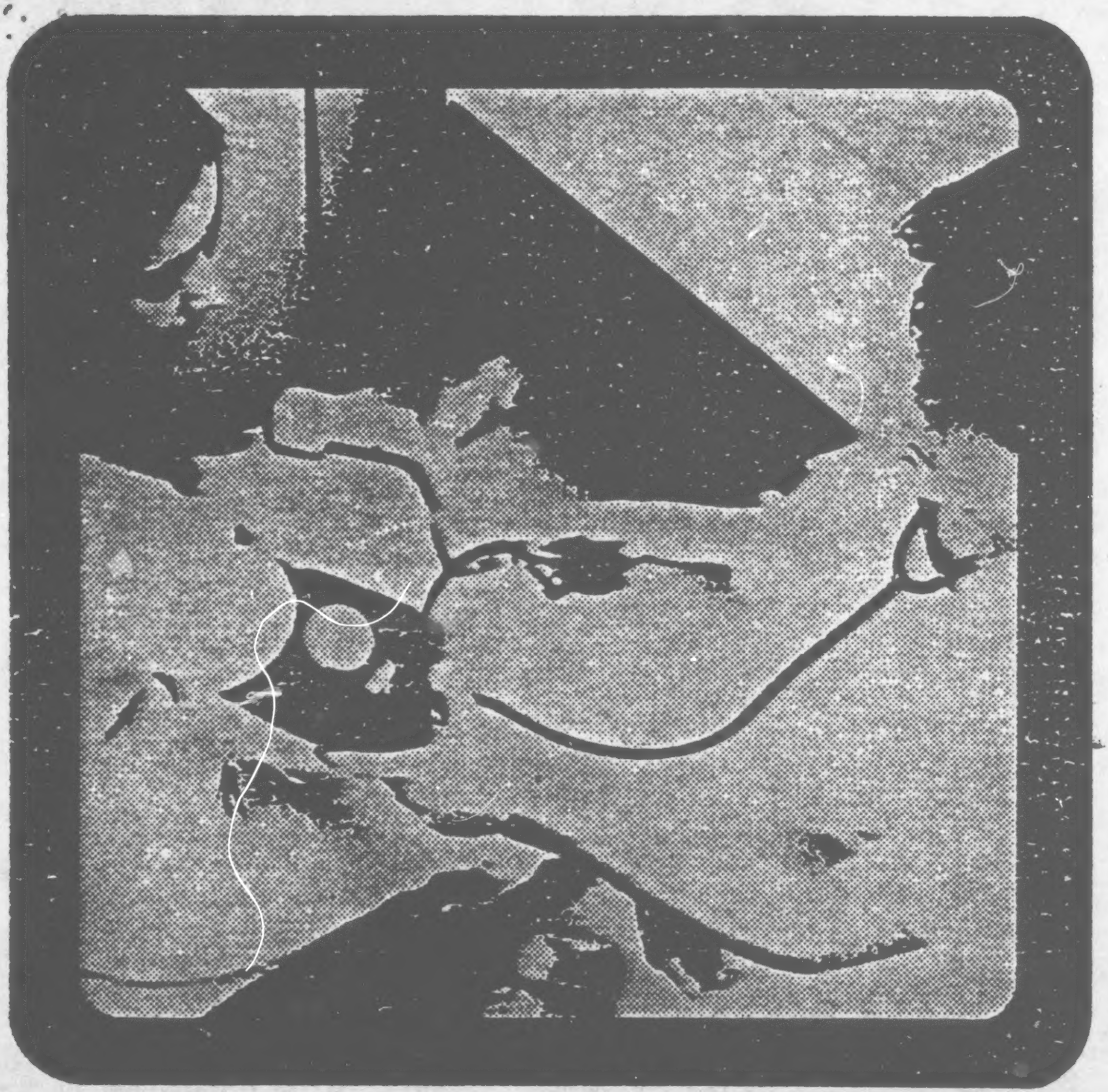
15. The abbreviations for prescription and give the following directions are ________.

    a. Rx, Stat
    b. Rx, SC
    c. Rx, Sig.

Turn in your answers to your instructor.

SET IV - SELF-CHECK ANSWER SHEET

1. b
2. c
3. c
4. b
5. a
6. a
7. a
8. c
9. b
10. b
11. c
12. a
13. a
14. c
15. c



medical assistant

unit: Receptioning

capital area career center

module: 4401 03 001 date: 1/77 level: 2

skill title: How To Do A Patient History

developed & written by: Beverly Varney

visuals by: Mary Ann Gamel

WORD GUIDE

PATIENT HISTORY - Facts about the patient's past and present health.

HISTORY FORM - A paper used to write the facts on. Also called a medical record or chart.

PERFORMANCE OBJECTIVE

You are going to learn:

How to do a patient history form.

And in order to do this you will need:

- A pen
- A patient history form
- A classmate to act as your patient
- Scratch paper
- A typewriter

We will know that you can do it when:

1. The top of the history form has all the blanks filled in with the correct information
2. You have asked the correct question for each word in the list on the left hand side of the history form.
3. You have circled each word in the left hand column, to which the patient answered "yes" or "sometimes" or other "yes-type" answers.
4. Your writing is neat and easy to read, or you have typed in information on the form with no errors.

WORD GUIDE

PERTUSSIS - Whooping Cough

INFORMATION

A patient's medical history becomes part of a record the doctor keeps as long as the patient is under his/her care. This may be for many years. Sometimes it is not used for several years, but it is still kept. Each time the patient visits the doctor it will be used again. The information on the form must be kept confidential (secret) by the people who work in a medical office. The records also become legal papers if the patient or the doctor go to court about any item recorded.

The doctor uses the information on the record to help him decide what is wrong with the patient (diagnosis) and to decide how to treat the patient's illness. It also helps him to predict the chances of the patient getting well(prognosis).

The medical assistant uses some of the information to fill out the patient's business records. Business records are the papers which are kept to tell what the patient's were charged, how much they owe, what they paid, what insurance they have, etc.

A. Read, Your Roles As A Medical Assistant, Chapter 9, pages 72-78.

This chapter will help you to know how medical records are used and cared for by the doctor and the medical assistant.

Some of the kinds of childhood immunizations you should record are:

1. DTP (diptheria, tetanus, pertussis)
2. OPV (oral polio vaccine)
3. Lirugen or Rubeola (vaccine for hard or 7 day measles)
4. Rubella (three day or german measles)
5. Mumps vaccine
6. Tine/PPD (Tine test or intradermal protein purified derivative test for tuberculosis)
7. Smallpox vaccination

JOB STEPS

1. Ask the patient's first, middle and last names. If you are not certain how to spell the names, ask the patient.

2. Write the names on scratch paper.

3. Ask the patient's address. If you are not certain how to spell the street or city name, ask the patient.

4. Write the street address, apartment number, city, state and zip on scratch paper.

5. Ask the telephone number.

6. Write the telephone number on scratch paper.

7. Ask the patient if he/she was sent to you (referred) by another doctor or, if a friend or relative sent them to you.

8. If the patient answers yes to any of the questions in step 7, write the person's name on scratch paper.

9. Ask the patient if he/she works. What he/she does, where he/she works.

10. Write this work information on scratch paper.

JOB STEPS

11. Ask the patient's birthdate and age.

12. Write the patient's birthdate and age on scratch paper.

13. Ask if the patient is single, married, widowed or divorced. Write this on scratch paper.

14. Ask if the patient has insurance and what company it is with. Ask to see a card if there is one. Tell the patient you need to write the numbers down so you will have them when you need them in the future. Write group number, contract number, service number and the name of the company on scratch paper.

15. If the patient is a minor (under 18 years of age) ask and write on scratch paper the name and place of employment for each parent or guardian.

16. Type the information on the history form. Follow the sample in Figure 1. Be sure to ask your instructor for help if you have any questions. If you cannot type well enough at this time, you may print the information onto the record.

FIGURE 1

Allergic to Penicillin

INTERNAL MEDICINE

4401 03 001
CASE NO.
Bender, Jack Alan
PATIENT'S NAME
ADDRESS 1714 Case Street Mason, MI 40000 DATE Jan. 17, 1977
TEL. NO. 767-4444 REFERRED BY James Bender OCCUPATION Fa: Oldsmobile AGE 12/3/75 SEX M S.M.W.D.
INSURANCE Fa - Richard K. Bender BCBS Grp.4444 Ser. 8888 Con. 555773333 4 (ph. 3721111)

ABBREVIATIONS:

BCBS - Used to abbreviate "Blue Cross - Blue Shield"
GRP - Used to abbreviate "group"
Ser - Used to abbreviate "service"
Con - Used to abbreviate "contract"
Ph - Used to abbreviate "phone"
Fa - Used to abbreviate "father"
Mo - Used to abbreviate "mother"

WORD GUIDE

PRESENT AILMENT - The illness the patient has now.

SACRO-ILIAC - The lower part of the back.

JOB STEPS

17. Return to your patient. (You are going to ask the questions which go with the medical words on the history form. The words and the right question for each are listed below. Before you will be passed on this module, you must be able to ask them of the patient using only the medical history form.)

18. Ask the patient what the problem seems to be. Print the patient's answer after "Chief Complaint" in as few words as possible.

EXAMPLE

Patient - "I've just been hurting so. My back pains and aches and I can hardly walk sometimes, cause it hurts so bad." (Points to lower back while talking.)

Chief Complaint - Lower back pain.

CHIEF COMPLAINT Sore Throat, Cough Mo, Susan Leslie Bender, housewife

19. Leave "Present Ailment" blank. The doctor will fill this in.

PRESENT AILMENT: ____________________

WORD GUIDE

CHRONIC AILMENT - The illness the person has all the time but is not severe or acute.

JOB STEPS

20. "Past History" does not mean every small detail. You will ask:

"Have you had any serious illnesses?"

"Have you had any surgery?"

"Do you have any chronic illness?"

If the patient is a child you will need to get a record of the patient's shots (an immunization record) from the parent. Look at Figure 2 for an example. Print the answers your patient gives after "Past History".

PAST HISTORY: (INCLUDING SURGERY) DTP #1, #2, #3 OPV #1, #2
Lirugen, Mumps Vax, Rubella

Figure 2

21. For the family history area you will ask:

"Are your parents living and well?"

"Do you have brothers or sisters?"

"Are they in good health?"

"Is there any history of diabetes, cancer, high blood pressure, kidney disease or heart disease in your family?"

Look at Figure for an example.

FAMILY HISTORY: Fa: l and w Mo: l and w 1 brother - asthma

Figure 3

WORD GUIDE

EYE EXAM - WHEN AND HOW - Means whether done by eye chart, by eye screening test at school, by ophthamologist, optometrist, etc.

JOB STEPS

22. Now you are ready to begin the Symptom Review part. The questions to ask are below. If your patient answers "yes", circle the word in the left hand column which is related to your question.

QUESTIONS TO ASK:

HEADACHE - Do you ever have headaches?

DIZZINESS - Do you ever have dizziness?

FAINTING - Have you ever fainted? How many times? (Circle the word fainting if more than 3 times.)

SYMPTOM REVIEW

HEAD: **Headache - Dizziness - Fainting**	

EYE - Do you wear glasses? Have you ever had your eyes examined? When? What doctors did the exam?

EAR - NOSE - THROAT - Do you have any problems with your ears? Nose? Throat?

EYE - EAR **NOSE - THROAT:**	

WORD GUIDE

PALE - Skin which is whiter than normal or in blacks and browns lighter than normal; a "sickish" look to the skin color.

JOB STEPS

RESPIRATORY

COUGH - Do you cough much?

HEMOPTYSIS - (hee-mop'-tih-sis) Do you ever cough up blood?

SPUTUM - (spew-tum) Do you raise anything when you cough?

CHEST PAIN - Do you have chest pain?

NIGHT SWEATS - Do you sweat heavily at night?

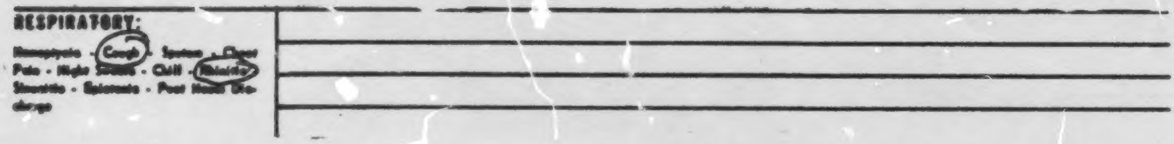
CHILLS - Do you have chills?

RHINITIS - (rye-nigh -tiss) Does your nose run a lot?

SINUSITIS - (sign-iss-eye'-tiss) Do you have sinus troubles?

EPISTAXIS - (eb-pee-stax'-iss) Does your nose bleed often?

POST NASAL DISCHARGE - Are you troubled with post nasal discharge?



RESPIRATORY:

HEART

DYSPNEA - (dissp'neah) Do you ever have trouble breathing?

ORTHOPNEA - (orth-ahp'-knee-ah) Is it easier for you to breath sitting up than lying down?

CYANOSIS - (sigh-ah-no'-sis) Circle the word if the patient's skin has a blue color.

PALLOR - (pal'-or) Circle if the patient seems pale.

WORD GUIDE

CONSTIPATION	Hard to pass bowel movements.
DIARRHEA	Loose bowel movements.
HEMORRHOIDS	Varicose veins around the outside opening of the large bowel.

JOB STEPS

PAIN - Do you have any pain when you breath?

LOCATION - (If patient says yes to pain) Where is it located?

RADIATION - Does the pain stay in that one spot or does it shoot out to other areas?

HEART:

Dyspnea - Orthopnea - Cyanosis - Pallor - Pain - Location - Radiation

GASTRO - INTESTINAL

PAIN - Do you have any stomach or bowel pain?

RELATION TO FOOD - Is the pain caused by certain food? Is it better or worse after you eat?

RADIATION - does the pain stay in one spot or does it move out to other areas?

RELIEVED BY MEDICINE - Do you take any medicine for it? Does the medicine help?

DYSPHACIA - (diss-fay'-zhee-ah) Do you have any trouble swallowing?

NAUSEA - (naw-zee-ah) Do you often feel like vomiting?

ANOREXIA - (ann-or-ex'-ee-ah) Has your appetite decreased lately?

FLATULENCE - Do you pass much gas?

CONSTIPATION - Do you have constipation?

DIARRHEA - Do you have diarrhea?

HEMORRHOIDS - Do you have hemorrhoids?

WORD GUIDE

URINE - Liquid waste from the body.

URINATE - The act of passing urine.

JOB STEPS

MELENA - Do you ever pass black bowel movements?

WEIGHT LOSS OR GAIN - Have you gained or lost over ten pounds in the past two years?

GASTRO-INTESTINAL:

Pain - Relation To Food-Radiation - Relieved by Food? - Dysphagia - Nausea-Anorexia - Flatulence - Constipation - [✓ Diarrhea] - Hemorrhoids - Melena - Wt. Loss or Gain

GENITO - URINARY

POLYURIA - (polly-your'-ee-ah) Are you passing more urine than you normally do?

OLIGURIA - (also ANURIA) - (oh-lig-your-ee-ah) Do you pass less urine than you normally do?

HEMATURIA - (he-mah-tour-ee-ah) Do you ever have blood in your urine?

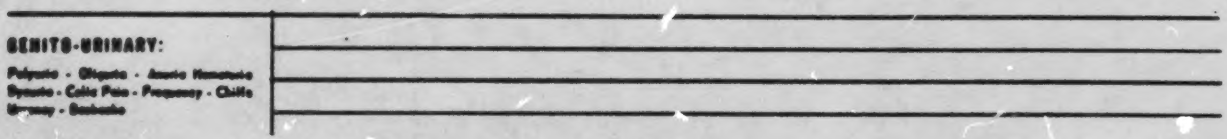
DYSURIA, COLIC PAIN - Do you have any pain when you pass your urine?

FREQUENCY - Do you urinate more often than you used to?

CHILLS - Do you have chills?

URGENCY - Do you have trouble holding your urine?

BACKACHE - Do you have backache?



GENITO-URINARY:

Polyuria - Oliguria - Anuria Hematuria Dysuria - Colic Pain - Frequency - Chills Urgency - Backache

PARALYSIS - Loss of feeling and/or movement in a part of the body.

VARICOSE VEINS - Veins which have become stretched out.

CIRCULATION - The flow of blood through the body.

VENEREAL DISEASE - Syphillis, gonorrhea, herpes, etc.

JOB STEPS

NEURO - MUSCULAR - SKELETAL - Do you have any paralysis? Have you had any broken bones?

VASCULAR - Do you have any varicose veins? Do you have any problems with circulation?

HEMATOLOGICAL - Do you have any trouble with heavy bleeding? Have you ever been anemic?

NEURO-MUSC. SKELETAL:	
VASCULAR	
HEMATOLOGICAL: Bleeding - Anemic	

ENDOCRINE - Have you had any diseases affecting your glands?

VENEREAL DISEASE - Do you, or have you ever had a venereal disease?

ALLERGIES - Do you have any allergies?

NOTE: If the patient has drug allergies, such as to penicillin, or sulfa, or novocaine, you must write that in red here on the record after allergies and at the top right hand of the records' front side.

CENTRAL NERVOUS SYSTEM - Have you ever had any convulsions or epilepsy?

ENDOCRINE	
VENEREAL DISEASE	
ALLERGIES	Penicillin
CENTRAL NERVOUS SYSTEM	

JOB STEPS

MENSTRUAL (females only)

ONSET - How old were you when you started your periods?

PERIODICITY - How often are your periods?

TYPE - Are they heavy, medium or light?

DURATION - How many days do they last?

PAIN - Do you have cramps?

MARITAL - Have you ever been pregnant? Had a miscarriage? Had an abortion? How many children do you have?

MENSTRUAL ONSET - PERIODICITY - TYPE DURATION - PAIN	10 yrs. q 28 d medium 5 d no pain
MARITAL: MISCARRIAGES - ABORTIONS CHILDREN - STERILITY	3 pregnancies - 1 miscarriage at 2 mo. - 2 L&W

HABITS

Do you use tobacco? What? (Cigars, pipe, cigarettes) How much?

Do you drink alcohol? How much?

Do you take any prescription drugs? What are they?

Do you take any other drugs? What?

Are you on a diet? What kind?

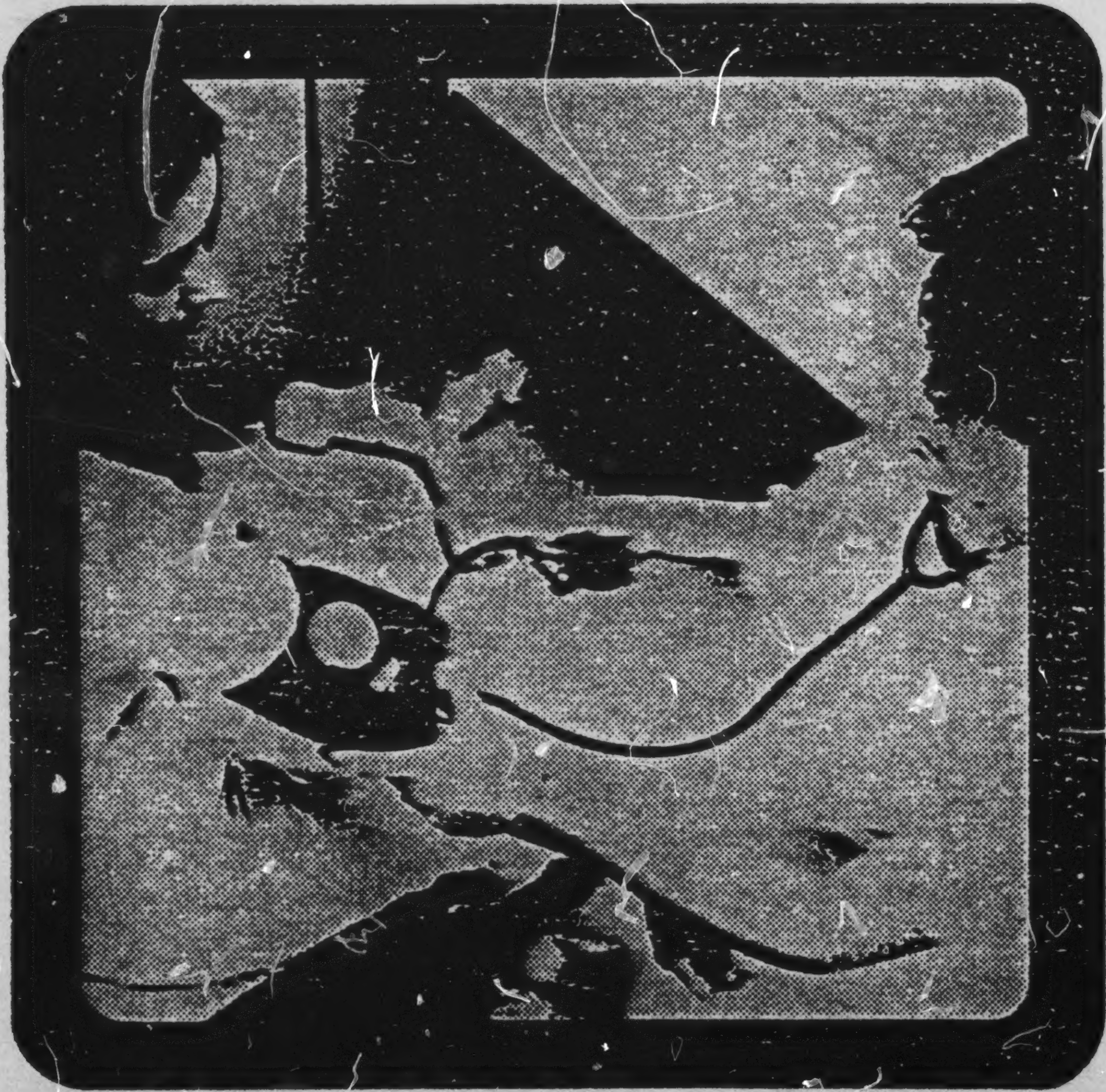
Do you take laxatives?

HABITS: [✓ TOBACCO] - ALCOHOL - DRUGS DIET - CATHARTICS - ETC.	Cigarettes, 1 pack per week.
REMARKS:	

23. Using a blank form, practice asking the questions of a classmate.

24. When you know the questions to ask, tell your instructor you are ready to be checked.

The following pages are samples of other kinds of patient history forms. There are almost as many kinds of forms as there are doctors!



medical assistant

unit: Recepticning

capital area career center

module: 4401 03 2 date: 3-6-77 level: 3

skill title: Receiving Medical Office Visitors

developed & written by: Beverly Varney

visuals by: Mary Ann Gamel

WORD GUIDE

COURTEOUS - to have respect for the needs and feelings of others.

OFFICE VISITORS - anyone who comes to your employer's office: other doctors, patients, salesmen, patient's relatives, etc.

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How a medical office receptionist must greet visitors.

IN ORDER TO DO THIS YOU WILL NEED:

A slide-tape of the situations described in the module.

Your instructor to role play an office visitor while you role play the receptionist.

WE WILL KNOW YOU CAN DO IT WHEN:

1. You talk over the questions in the mod with your instructor and you show that you know how to handle situations in the right way.
2. While role playing the receptionist you:
    1. smile
    2. greet the person by name or ask his/her name.
    3. find out the reason for the office visit.
    4. remain courteous and kind even if the visitor is rude.

INFORMATION

One of the duties of a medical assistant is receptioning. Good medical receptionists must be warm, friendly and able to put themselves in the other person's place (Be considerate). Add a smile, some charm, a pleasant voice, a good memory for names and faces and you'll be able to get a job almost anywhere!

It takes practice to feel comfortable as a receptionist so we want you to read the reference below for some tips on how to be a good receptionist.

Chapter 6, pages 48-57, Your Role As A Medical Assistant.

One thing you will need to know is that although you will meet many patients you enjoy, you will also meet people who are feeling sick, some who are rude, some who are irritable, some who are in pain and so forth. The medical receptionist must be patient and kind with all these people. You must not let your own feelings get in the way. If you do, you might create an angry patient and an angry doctor.

There will be times when you will need to be firm by refusing a request for an appointment or about the payment of a bill, but you should never be rude or unkind.

Remember these basic rules:

1. Always greet the person with a smile and by name. If you do not know their name, you should smile and say, "You're Mr. ____?" or "You're Mrs. _______?" or "Could I ask your name again?"
2. Introduce yourself to new patients.
3. Politely find out what the person is there for. Most times you will know this but if you don't know you can smile and say, "What can I help you with?" or "May I help you?" to find out the reason for the visit.
4. If the doctor has been delayed and is running behind, offer a brief reason, such as "Hello, Mrs. Jansen, Dr. Burns is about twenty minutes behind schedule, he had an emergency earlier. He'll be with you just as soon as possible."
5. Remember, the phone is for business use. If it is used for personal calls, they should be short and should be necessary, like a call to your dentist for an appointment or to a garage to see about getting your car fixed, or to your babysitter to see if she can stay late, etc. These are like your business calls. But - be brief.

PRACTICE

1. Read the following Case Studies and think about the questions.

Case Studies:

1. Scene - Sally is a receptionist for Dr. Dunn. Her desk is neat and she is at her desk efficiently typing a letter for Dr. Dunn. The door opens. A man comes up to her desk.

Caller: Good morning. I had an appointment with Dr. Dunn at 10 o'clock.

Sally: Oh yes. He'll be with you in about five minutes. He's with someone at the moment. Won't you please be seated?

Caller: Thank you.

(phone rings)

Sally: Good morning, Dr. Dunn's office. Oh, Laura, it's you (pause) Yes, we certainly did. And after the show, we went out to Senor Bob's and went dancing. And who should we see but Frank. (pause) No, he didn't ask about you. (As she talks she comfortably relaxes in her chair, running a pencil casually through her hair.) Laura, where's your boss? Mine is in consultation now--busy as always. I've got lots of work to do. He'll probably ask me to stay late again, so I'll call you then about tonight. (pause) Oh, I'll probably wear that new blue dress I got the other day. (pause) Okay, bye.

Questions: (Case Study 1)

1. How much work did Sally get done while on the phone?
2. How would you feel if you were ill and tried to call the doctor during the time Sally was on the phone?
3. What impression of the office would the waiting man have?

PRACTICE

Case Studies - Continued

2. Scene - Same as case study 1 only with Jane as receptionist.

Jane:	Good morning, Mr. Ames.
Caller:	Good morning. I had an appointment with Dr. Dunn at 10 o'clock.
Jane:	He's expecting you. He's on the phone right now. If you'll please have a chair he'll be done in about five minutes.
Caller:	Thanks, Jane.

(phone rings)

Jane:	Dr. Dunn's office, Jane speaking. (pause) Hello, Laura, (pause) Laura, I have alot of work to do so I'll have to call you at lunch time. (pause) That's fine. Thanks for calling. 'Bye.

Questions: (Case Study 2)

1. Would Mr. Ames get the impression that Jane's doctor has a busy office?
2. Why didn't Jane talk to Laura a little longer?

PRACTICE

Case Studies - Continued

3. Scene - Same as case study 1, except Sally is chewing gum and no one is in the office.

(The phone rings)

Sally: Good morning. Dr. Dunn's office, Sally speaking. (pause) Yes, Mrs. Lewis. Hold on and I'll check the appointment book. (Sally begins to look through her appointment book. A woman walks in and up to her desk and stands there. Sally does not look at her nor speak to her.) Mrs. Lewis, I have an opening on Wednesday, April 3, at 2 p.m. (pause) Okay, see you then. (Hangs up. By this time the woman has become quite irritated, Sally looks up at her, no smile, and says) Can I help you?

Caller: I'm here for my appointment!

Sally: What's your name?

Caller: I'm Mrs. Long. Can't you remember anything!

Sally: (In a snippy tone of voice) I can remember a whole lot of things, Mrs. Long. Please sit down, the doctor is busy right now.

Questions: (Case Study 3)

1. When did Sally make her first mistake?
2. Did Sally's last comment make anyone feel better?
3. What would Dr. Dunn think of Sally's comment?

PRACTICE

Case Studies - Continued

4. Scene - Same as case study 1. Jane as receptionist.

(Telephone rings)

Jane:	Good morning. Dr. Dunn's office, Jane speaking. (pause) Yes, Mrs. Lewis. Hold on and I'll check the appointment book. (Jane begins to look through her appointment book and a woman walks up to her desk. Jane smiles at her.) Mrs. Lewis, I have an opening at 2 p.m. on Wednesday, April 3. (pause) Fine, we'll see you on Wednesday, April 3, at 2 p.m. (Jane hangs up the phone and immediately looks at the woman, smiles and says) Sorry I kept you waiting, can I help you?
Caller:	I'm here for my appointment!
Jane:	Could I ask your name again?
Caller:	I'm Mrs. Long! Can't you remember anything!
Jane:	(Smiles) There are some days when I wonder that myself! Mrs. Long, it will be about 15 minutes before the doctor can see you. He was delayed by something at the hospital. Won't you have a chair? There's a new Redbook magazine on the table that just came this morning. The doctor will see you just as soon as possible.

Questions: (Case Study 4)

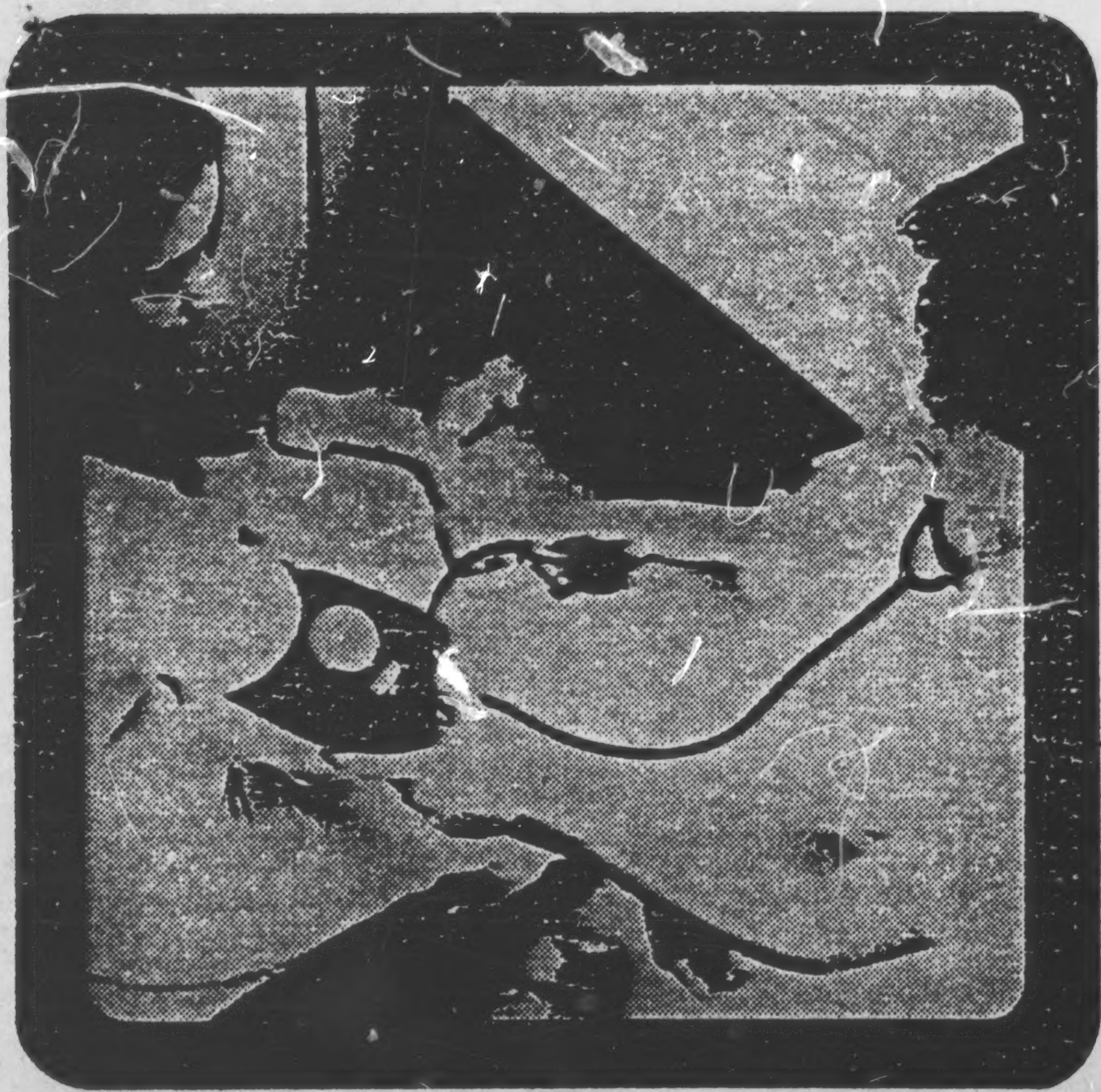
1. How did Jane begin better than Sally did?
2. What else did Jane do to improve the situation?

2. Read the following questions. Your instructor will talk to you about them and about your answers.

Questions:

1. Name some mistakes Sally made.
2. Name some good things Jane did.
3. Can you ever make personal phone calls from a doctor's office?
4. Can you make any suggestions about how Sally could improve?

3. When you are ready to discuss the questions, tell your instructor. She will also play the part of the patient while you act as a receptionist.



medical assistant

unit: Receptioning

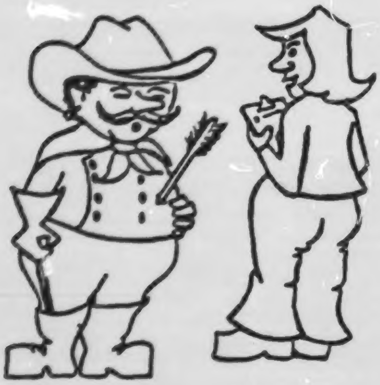
capital area career center

module: 4401 03 003 **date:** 2-3-77 **level:** 3

skill title: Deciding the Reason for the Medical Office Visit

developed & written by: Beverly Varney

visuals by: Sandra Gostomski



PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to find out the reason for a medical office visit.

IN ORDER TO DO THIS YOU WILL NEED:

Case studies which involve correct and incorrect greeting techniques.

Questions about the case studies.

Your instructor to role play an office visitor while you role play the receptionist.

WE WILL KNOW YOU CAN DO IT WHEN:

1. You have talked over the questions with your instructor and your answers agree with the information on pages 3, 4, and 5.
2. When you role play the receptionist you:
    a. Ask the right questions to get the information you need.
    b. You are polite and courteous and you do not offend the person.
    c. The person is made to feel comfortable and welcome.

WORD GUIDE

COLLEAGUES - Other medical persons, especially other doctors.

INFORMATION

Read in Your Roles as a Medical Assistant chapter 18, "Your Role as a Personal Representative", pages 136-140.

This chapter tells you more about some of the people you'll meet as a receptionist in a medical office.

We haven't talked about public relations (or P.R.) by name yet. Really, all the things that have to do with being polite, courteous, warm, cheerful and friendly towards the people who come into a doctor's office are "good P.R.". The medical assistant who does the receptioning duties, including the telephone, is the person who has the most contact with the people who come to that office. If she is a "grump" she can lose friends, colleagues and patients for the doctor.

INFORMATION

There are certain ways to get the information you need from a medical office visitor which will follow the rules of good P.R. These rules are:

1. If you know who the visitor is, call them by name.

2. If you do not know who the visitor is, find out by saying, "You're Mr.___________?", or "May I ask your name?".

3. Be sure you listen to what the person is saying. Try to hear what's not being said also. For example: The person says that an appointment time is "okay", but says it in an angry tone of voice. The person may really be saying, "That's not okay, but I'm afraid to ask you to change it". You could reply, "If that time is not good, I have other times you could come".

4. Try to "feel" the visitor's mood, his importance, his fears. As you become experienced and can do this, it really helps you and your office visitors. For example: A person has started to tell you what he needs an appointment for, when another person walks into the office. The first person quits talking. A good receptionist will "feel" the first person's need for privacy and invite him to step into another room to finish talking to her. She must do this in such a way that she does not make the second visitor feel like an intruder.

5. When an unknown person comes into the office and asks to see the doctor for a business call (not a patient) you should ask his/her name, what company he/she is with, what the reason for the appointment is. If he/she doesn't have an appointment, you should check with the doctor to see if he/she wants to see the person before you give an appointment.

6. If a person begins to ask you questions like "Is the doctor in?", "When is a good time to see him?", "Where is he going for lunch?", etc., you should politely answer "I really couldn't say". Some persons make a point of "fishing" for that kind of information so they do not need to make an appointment. Your job as a receptionist is to make appointments for all necessary visits and at the same time protect your boss from unwanted visitors.

7. Other doctors are never kept in the waiting room. If another doctor comes to talk to your doctor, you should usher him/her your doctor's private office right away. If your doctor is busy in his office, perhaps on the phone, then say to the visiting doctor, "He's taking a phone call right now. I'll show you in as soon as he's finished", then, do it!

Now it's time for some practice.

SELF-CHECK

1. If a patient seems shy or embarassed when giving the reasons for their appointment, you should:

   A. Have them write it down on a piece of scrap paper.

   B. Tell everyone else to leave the waiting room.

   C. Ask the patient to step into another room.

   D. Call for the doctor.

2. If an unknown person asks to see the doctor for a business call, you should:

   A. Ask the person to phone the doctor at home.

   B. Find out the person's name and company, and give them an appointment.

   C. Ask them to write the doctor for an appointment.

   D. Find out the person's name, company, and reasons for an appointment before asking the doctor is the person can have an appointment.

Answers are on the last page of this mod.

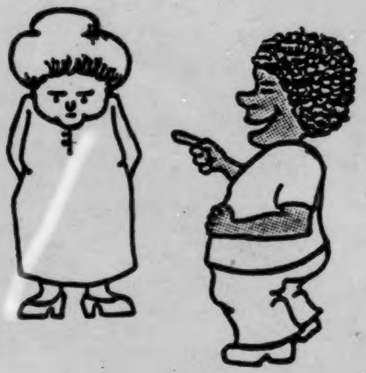
PRACTICE

1. Read the following case studies and be prepared to discuss the questions with your instructor.

Case Studies:

1. Cynthia is seated at her desk next to the office waiting room. There is a glass window which she slides open as a young woman comes up to the window. There are other people in the waiting room.

Cynthia:	Hi Mary Jane, what can I do for you today?
Mary Jane:	(nervously) I need an appointment.
Cynthia:	What's it for?
Mary Jane:	Well, (looks around and hesitates) it's a private thing.
Cynthia:	(laughs loudly) Oh, (ha, ha) a lot of people have trouble with their privates. (ha, ha, ha, etc.)



Mary Jane:	(obviously very embarrassed) That's not what I meant! Can I please have an appointment?
Cynthia:	Sure. Come in Tuesday at 10:00 a.m. (Writes in book and turns back to her typewriter.)

(Case Study 1)

A. Name at least two things that Cynthia did wrong.

B. What might Mary Jane think of Cynthia now? Might she also feel the same toward the doctor?

PRACTICE

Case Studies - Continued

2. Scene - Same as situation 1.

Susan: Hi Mary Jane, can I help you?

Mary Jane: (nervously) I'd like an appointment.

Susan: Can you tell me what it's for so I know how much time to allow?

Mary Jane: (looks around and hesitates) Well, ah, it's . . .

Susan: Why don't you step back here where we can talk about it. (Goes around and opens door for Mary Jane.)

Mary Jane: Thanks, I'm having a vaginal discharge and need an exam.

Susan: That can be uncomfortable. Can you come Tuesday at 10:00 a.m.?

Mary Jane: That's fine. Thanks alot.

(Case Study 2)

A. What did Susan say that was different from the way Cynthia handled the situation in case study 1?

B. Which doctor would Mary Jane feel better about seeing, Cynthia's or Susan's?

PRACTICE

Case Studies - Continued

3. Scene - Same as before except there's a man at the window carrying a brief case.

Susan: Good morning, may I help you?

Mr. Bellows: Yes, I'm Bill Bellows from International Investment Company. I would like very much to see Dr. Nichols about a new policy we have to offer.

Susan: He's pretty busy today, will you wait just a minute while I check with him? (Waits until the doctor comes out of an exam room and then leaves her desk and goes to the doctor.)

Susan: Doctor, there's a Mr. Bellows from International Investment Company here, do you want to see him?

Dr. Nichols: No, I don't know him and I don't have time today.

Susan: (Returns to her desk and calls Mr. Bellows to the window.) Mr. Bellows, I'm sorry but Dr. Nichols won't be able to see you. Could you leave your phone number and any information you have about the investments? Then if he's interested he can call you.

Mr. Bellows: Yes, I could do that. Thank you.

(Case Study 3)

A. Susan considered the doctor's needs in two ways. What are they?

B. Do you think Mr. Bellows is angry at Susan's employer? Why or why not?

Case Studies - Continued

4. Scene - Same as scene three.

Cynthia: Good morning, may I help you?

Mr. Bellows: I'd like to see the doctor.

Cynthia: How about 3:00 p.m. on Friday?

Mr. Bellows: That'd be great!

(It is now 3:00 p.m. on Friday. Mr. Bellows comes into the waiting room. Cynthia steps to the door.)

Cynthia: The doctor can see you now, Mr. Bellows.

Mr. Bellows: Great! He's right on time.

Cynthia: Yes, that is nice isn't it. (She ushers Mr. Bellows into an examination room - he looks a little puzzled but sits down in the chair. Cynthia returns to her desk. The doctor comes to the desk.)

Dr. Nichols: Who's next?

Cynthia: A Mr. Bellows. I was just going to go in and get the information from him.

Dr. Nichols: Bellows! He's that guy from International Investment Company who's been bugging me. Get rid of him!

(Case Study 4)

A. Who is going to be angry with Cynthia? With the doctor?

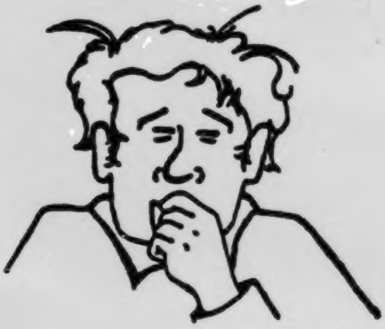
B. What did Cynthia do wrong?

C. Put yourself in Cynthia's place. Now what can she say to Mr. Bellows to ease the situation? How would you handle it?

PRACTICE

Case Studies - Continued

5. Scene - A crowded waiting room. Cynthia is at her desk as in scene 1. A tired looking man comes to the window, coughing, wiping his nose, etc.



Mr. Hardy:	Cynthia, when am I ever going to get in to see the doctor? I've been here over an hour!
Cynthia:	(Sourly) Well, Mr. ah________, Mr. ah________, well, you can see how busy we are. We'll get to you just as soon as we can.
Mr. Hardy:	I don't know how much longer I can stand sitting out here. I got out of bed to come and I know my fever's high.
Cynthia:	Well! You should have told me that on the phone. Now you're here and you'll just have to wait your turn.

(Case Study 5)

A. Cynthia has made at least 4 mistakes. Can you find them?

B. How would you say things differently?

Case Studies - Continued

6. Scene - Susan is seated at her desk next to the office waiting room. There is a glass window which she slides open as a young woman comes up to the window. There are other people in the waiting room.

Susan: May I help you?

Mrs. Hickman: I'd like to make an appointment.

Susan: You're Mrs. _____________?

Mrs. Hickman: Hickman, Colleen Hickman.

Susan: What do you need to see the doctor for, Mrs. Hickman?

Mrs. Hickman: It's not for me. It's for my ten year old.

Susan: His first name is_________?

Mrs. Hickman: Polly, she's a girl.

Susan: And what does she need the appointment for?

Mrs. Hickman: She's been losing weight and doesn't seem to feel very well.

Susan: Is it better for you to come in the morning or the afternoon?

Mrs. Hickman: I'd like it about 3:00 p.m. if I don't have to wait too long.

Susan: How's Friday, June 23, at 3:00 p.m.?

Mrs. Hickman: That's good.

Susan: Okay, bye now.

Mrs. Hickman: What was that time again?

Susan: Here, I'd better give you an appointment card. That was Friday, June 23, at 3:00 p.m.

Mrs. Hickman: Thank you. See you then.

(Case Study 6)

A. Did Susan ask all questions in the best way?

B. Would the situation have gone faster and easier if she had asked:

"What's your child's first name again?"

What if she had made out an appointment card right away?

PRACTICE

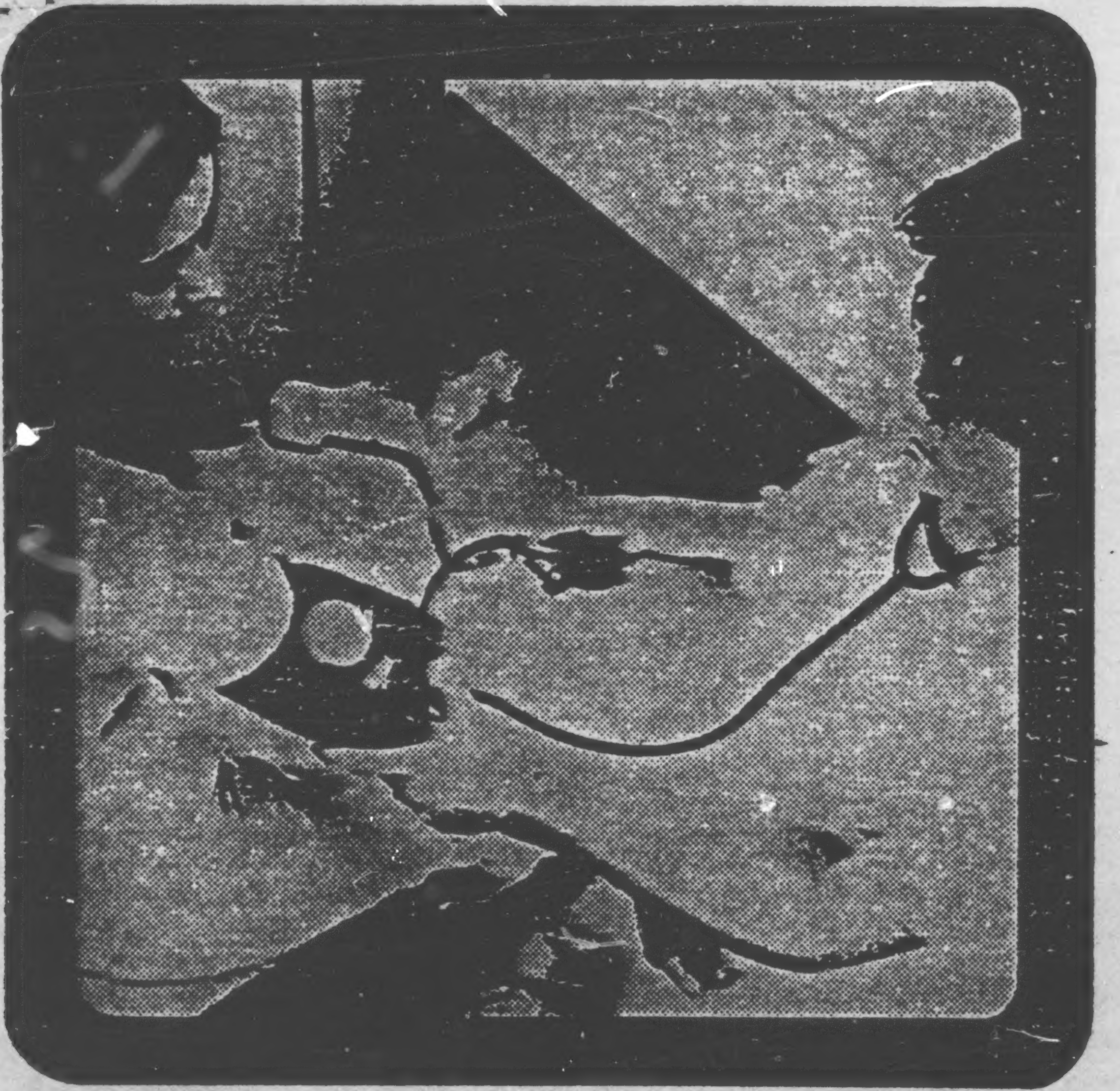
Case Studies - Continued

OVERALL: Who is most likely to enjoy her job, and keep it the longest --- Susan or Cynthia?

SELF-CHECK

The answers to the SELF-CHECK questions on page 5 are:

1. C
2. D



medical assistant

unit: Receptioning

capital area career center

module: 4401 03 4 **date:** 2-10-77 **level:** 3

skill title: How to Take Information From the Medical Office Visitor

developed & written by: Beverly Varney

visuals by:

PERFORMANCE OBJECTIVE

You are going to learn:

How to take information from medical office visitors.

And in order to do this you will need:

Case studies involving receptioning technique.

Questions about the case studies.

Your instructor to role play a situation with you.

We will know you can do it when:

1. You are able to answer the questions in the mod in such a way as to show an understanding of the personal consideration needed by a medical assistant.
2. You can answer the questions about receptioning, as outlined in this mod.

WORD GUIDE

COMPLETE PHYSICAL - an examination to check the patient's total health.

INFORMATION

One of the duties of a medical assistant is receptioning. This includes greeting office visitors, giving information to office visitors, taking messages, making appointments as well as other duties.

In order to do a good job the person who is the receptionist needs to be a friendly, warm person that people enjoy talking to.

One part of the job of receptionist is taking information from medical office visitors. These visitors will include patients, relatives of patients, medical supply salespersons, the doctor's family and other medical persons. You may take the information in person or you may take it over the phone. Some of it will be something you should write down to tell the doctor. Sometimes the caller will need an appointment. Some of it will be so you can make additions to or changes on medical records.

When persons from the doctor's family (wife, children, husband) or other medical professionals (doctors, consultants, etc.) come to see the doctor, the rule usually followed is that they are taken into the doctor's private office immediately, even if they do not have an appointment.

To make appointments you need to use some special questions to help you get the information you need from the patient. When you first start working, you may want to keep a checklist close to you so you can look at it when you need to. Sometimes it's a good idea to write the information on scratch paper as you go along. Here is a sample checklist you might use:

1. Ask the caller's name. (Write the name on your scratch pad.)
2. Ask what the appointment is for. (Write the reason the caller gives you on the scratch pad.)
3. Ask who the appointment is for. If the name is different from the caller, write this on your scratch pad.
4. If you do not recognize the name, ask if the caller is a new patient. ("Have you seen the doctor before?") (Write this on your scratch pad.)
5. From this information estimate how long the appointment will take. Most doctors allow 15 minutes per patient unless it is for surgery, a new patient, a complete physical, etc. Then allow 30 minutes.

WORD GUIDE

ACCIDENT - something not planned which in some way requires medical treatment, quite often an "emergency".

OFFICE SURGERY - an operation or cutting action to remove or repair, which is done in the doctor's office.

POST-HOSPITAL - after being in the hospital.

CONSULTATION - an appointment for a very thorough exam or a long discussion.

LAB WORK - examination of blood or urine or other specimens.

6. Decide how soon the patient needs to be seen.

    a. How long has the patient been sick?
    b. Is an accident involved?
    c. Is it a new patient?
    d. Is office surgery needed?
    e. Is it a post-hospital visit?
    f. Is it for a partial or complete physical?
    g. Is it for consultation about personal problems?
    h. Is there lab work involved?
    i. How long will you need to prepare the patient to see the doctor?

7. Ask the patient what time of day and what day of the week is best for them to come.

Some information taking requires more questions. This is more true of phone calls, for instance, when a parent calls about a sick child. In order for you to decide if you should give the patient an appointment, if the doctor should talk to the parent or if it's all right to do nothing, you need to ask some more questions. Again, when you first begin on a job, a checklist should help. You must always have the doctor's "okay" on your checklist before you use it. Here are some examples:

-- A patient complains of a sore throat. You need to decide if it is severe enough for you to give the patient an appointment.

How long has the patient had the sore throat? Is there any fever? Is the throat red? Scratchy? Are there any white patches on it?

WORD GUIDE

FEVER - temperature above 98.6° F. or 37° C.

VOMITING - "throwing up", "sick to the stomach".

DIARRHEA - loose, watery bowel movements.

VAGINAL BLEEDING - bleeding from the birth canal.

MENSTRUAL PERIOD - monthly flow of blood from the vagina.

-- A patient complains of a cough. You need to decide if it is severe enough for you to give the patient an appointment.

How long has the patient had it? Is there any fever? Is it a dry, hacking cough? Is it a loose cough? Is it constant? Is it worse with activity? What, if any, medicine has been tried?

-- A patient complains of vomiting. You need to decide if it is severe enough for you to give the patient an appointment.

Is there any fever? How long has the patient been vomiting? How many times? What color is it? Is there any diarrhea with it? If "yes" to diarrhea then ask, how many loose stools? Are they partially formed or all liquid? What color are they? Has any medicine been used?

-- A patient calls complaining of heavy vaginal bleeding. You need to decide if it is severe enough for you to give the patient an appointment.

Is it time for a regular menstrual period? How long has the bleeding been going on? How many pads (Kotex, etc.) are being used in eight hours? Are there alot of clots? Does she think she is pregnant?

There are almost as many sets of questions as there are patients. The things we have listed are just a few. The job you take will be the thing which decides which questions you might use. The doctor you work for will be the person who helps you decide exactly what questions to use.

The reference below does not talk about medical office visitors, however, it describes some of the same types of people you will be greeting and taking information from.

The Receptionist by Wood and McKenna, pages 103-106. It is located in the classroom.

SELF CHECK

Check your understanding of this information by answering the following. (Do not write in the module -- answers are on the last page.)

1. If members of the doctor's family come to see the doctor, you should:

   a. ask them if they have an appointment.
   b. ask them to sit down in the waiting room while you get the doctor.
   c. give them a lollipop.
   d. usually take them into the doctor's office at once.

2. When someone calls the office, the first thing you must find out is:

   a. what is wrong with them.
   b. when they can come for an appointment.
   c. what their name is.
   d. when they last watched television.

3. A checklist is:

   a. a list of duties you must do each morning.
   b. a supplies ordering list.
   c. a series of questions to ask patients.
   d. a game combining checkers and whist.

WORD GUIDE

BLOOD PRESSURE - the measure of the force of the blood against the walls of the arteries when the heart contracts and relaxes.

ANTI-HYPERTENSIVE - anything which works against (anti) high blood pressure (hypertension).

PRACTICE

1. Read the following case studies and answer the questions.

Case Studies:

1. Jim is the receptionist for Dr. Physician. Ms. Brown has an appointment at 3:00 p.m. for a blood pressure check-up and to check her anti-hypertensive medicine. Jim has allowed fifteen minutes for her appointment. As Ms. Brown checks in at Jim's desk, Jim notices that she has her two children with her. They both appear to have bad colds. When Ms. Brown is taken to the examining room by the other Medical Assistant, the children go with them.

   Forty-five minutes later, Dr. Physician is finally finished with the Browns. After office hours he calls Jim into his office and scolds him for scheduling three patients in a fifteen minute period. Jim finds out that Ms. Brown asked the doctor to examine the children for their colds. The doctor did this and as a result had been put one-half hour behind on all of his appointments for the rest of the afternoon.

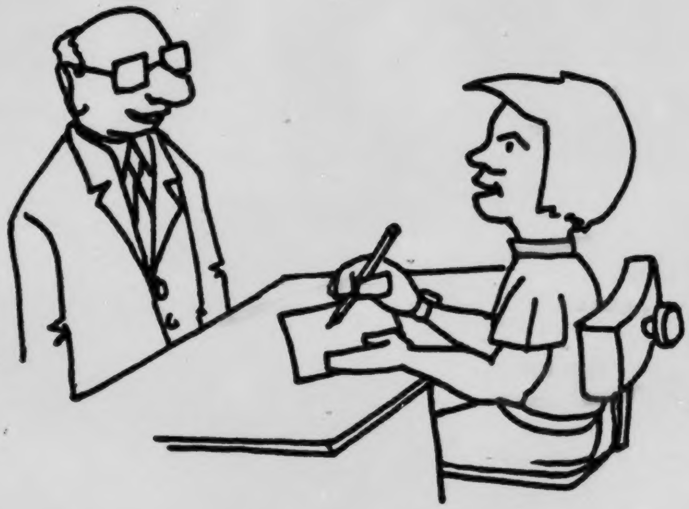
Questions: (Case Study 1)

1. Jim was very angry at the patient. He felt she put him in this embarrassing position. Do you agree?
2. Should Jim find out if Ms. Brown expected the doctor to examine the children? If your answer is "yes", name some things he could say to Ms. Brown to find out.
3. What could Jim have done in this situation to save time for the doctor?
4. Should Jim talk to Ms. Brown about the trouble she caused?
5. Talk over with your instructor how taking information from Ms. Brown would have helped to prevent the things that happened.

PRACTICE

Case Studies -- Continued

2. Jim is seated at his desk. A Mr. Jonathon Summers comes to the desk. He asks for an appointment for himself; it is for a complete physical exam. He is a new patient. Jim gave Mr. Summers an appointment in three weeks, for 9 a.m. on Friday, February 23.



Questions: (Case Study 2)

1. Write, on scratch paper, the question Jim had to ask the patient to get each of the following answers:
    - a. Jonathon Summers
    - b. appointment
    - c. a complete physical exam
    - d. a new patient
    - e. 9 a.m.
    - f. Friday
2. What did Jim have to decide before he knew it was alright to wait three weeks?

Discuss your answers with your instructor.

WORD GUIDE

BIRTH DEFECTS - conditions, of a persons body, which are present at birth and which are not normal. Some examples are a cleft palate, part of an extremity missing, a club foot, etc.

CLEFT PALATE - a hole in the roof of the mouth.

EXTREMITY - an arm or leg.

CLUB FOOT - a foot which turns inward.

PRACTICE

Case Studies -- Continued

3. Jim is seated at the receptionist's desk. His employer's husband, Mr. Potter, comes into the waiting room. Mr. Potter has come to exchange cars with Dr. Potter but he doesn't have keys to her car. Jim knows that Dr. Potter is talking to the parents of a newborn baby with birth defects and will not want to be disturbed. He also knows Mr. Potter will not want to wait until Dr. Potter is free.

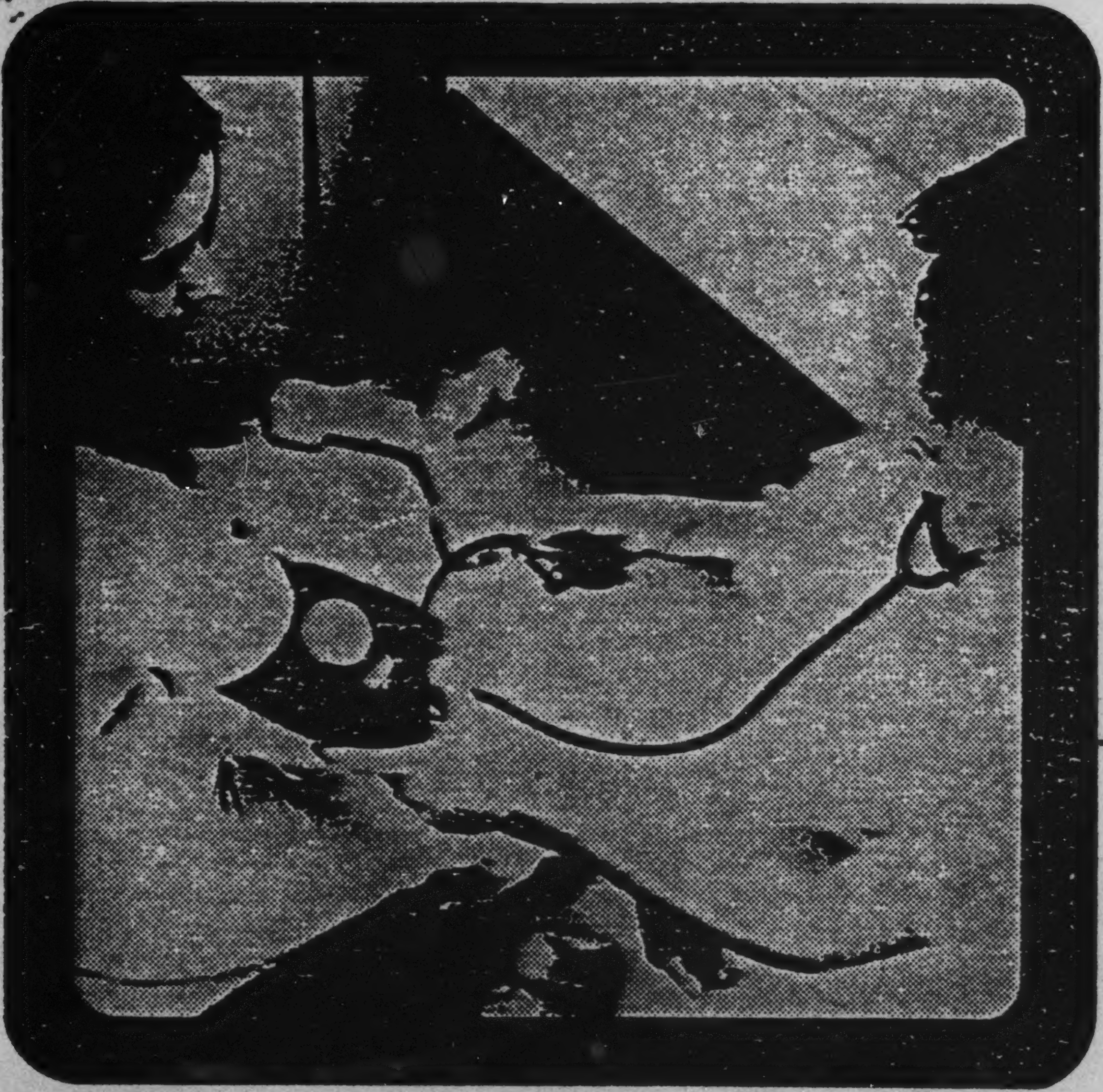
Questions: (Case Study 3)

1. Should you have Mr. Potter go interrupt Dr. Potter to get the keys?
2. Talk to your instructor, as if you were Jim talking to Mr. Potter. Explain what Dr. Potter is doing and if you (Jim) will interrupt Dr. Potter.
3. If you were Jim, how would you get the keys from Dr. Potter, for her husband?

Discuss the answers with your instructor.

Answers to Self Check questions, page 6.

1. d
2. c
3. c



medical assistant

unit: Receptioning

capital area career center

module: 4401 03 005 **date:** 1-27-77 **level:** III

skill title: How to Sort Incoming Mail in the Physician's Office

developed & written by: Beverly Varney

visuals by: Sandra Gostomski

PERFORMANCE OBJECTIVE

You are going to learn:

How to handle medical office mail.

And in order to do this you will need:

A sample package of mail and some questions about mail handling.

We will know that you can do it when:

1. You have sorted the mail according to the guides given in this module.
2. You can answer the questions at the end of the module.

INFORMATION

Medical Office Procedures by Bredow Chapter 7, p. 65-66 to "Outgoing Mail"

The above reading tells you about some of the kinds of mail you get in a medical office. It also tells some ways of taking care of that mail.

Secretarial Office Procedures by
Meehan - Oliverio - Pasework 8th. Edition p. 233-236

The above tells you how to fold letters for 3 different envelopes, some ideas for sealing envelopes, some information about stamps and envelopes.

Below is a list of the most common items in the medical office mail and the most common way of handling each.

- X-Ray Reports
- E C G Reports
- Letters of Referral
- Letters about Consultations
- Negative Laboratory Reports

Open these, place them on the doctor's desk. When they have been seen by the doctor, file them in the patient's medical record.

Positive Laboratory Reports - Place in a separate place or on top of the pile of mail. Be sure to call them to the doctor's attention as soon as he/she arrives at the office.

Statements (Bills) - These are from people or companies to whom the doctor owes money for services. Examples are: utility bills, supply-house bills, business consultant fees, etc. These will go to the doctor or his/her accountant.

INFORMATION

Statements You Mailed and Were Returned To You - These are bills to a patient for money owed the doctor. You have mailed them to the patient, but either you made a mistake on the address or the patient has moved. You will check to see if you made an error. If you did not, you will try to trace the person through his/her employer or relatives.

Notices of Seminars, Symposiums, Medical Meetings - All doctors in the state of Michigan are required to spend 50 hours per year in some kind of continuing education. If they do not do this, their license to practice medicine will not be renewed. You will put notices of such meetings on the doctor's desk and if he/she decides to attend, you may make the arrangements for travel, etc. You must write the date on the calendar and in the appointment book so you know the doctor will be gone on that date.

Personal and/or Confidential Mail - Do not open. Place on the top of the pile of mail on the doctor's desk.

Checks Received in Payment to the Doctor - Record them on the patient's account record and your day book page, stamp them with the doctor's endorsement stamp, place them in your cash box until the end of the day. These are the most important enclosures to look for in the mail.

Advertising - Check with your employer, but since he/she receives so much of this so often it is usually thrown away without the doctor seeing it.

Requests for the Doctor's Services - Examples are invitations to speak at some meeting, requests for the doctor to donate time to a clinic, requests for the doctor to do physicals on athletic teams, etc. You should be sure the doctor sees these when he/she comes into the office and that you follow-up with any arrangements which have to be made.

Notices of Change of Address - Make the changes on all of that patient's medical and business records.

Requests for Records - Get permission from the doctor, make copies, send the copies, write on the records you kept where the copies were sent.

WORD GUIDE

ENCLOSURE - Some piece of material mailed with a letter or statement. A letter containing an enclosure will have "enc." typed in the lower left corner. If the enclosure is missing you will contact the person who sent the mail to you.

JOB STEPS

(Practice)

1. Get the package of mail from the file cabinet in the classroom.

2. Sort the mail into three piles:

    a. The mail you will handle and the doctor does not need to see.

    b. The mail the doctor can look at sometime during the day.

    c. The mail you need to talk to the doctor about as soon as he/she comes into the office.

3. Be ready to answer the questions below with your instructor.

4. Ask your instructor to check the mail with you and to talk about the questions with you.

    a. Why should every M.A. secretary regardless of the size of her/his office, know the best ways of handling incoming mail?

    b. Why should the M.A. secretary inspect the enclosed contents of every letter as soon as they are removed from the envelope? For what specific enclosures should all secretaries look?

    c. A letter is received, but the enclosure is missing. What should the secretary do?

    d. Under what circumstances is it desirable to attach the envelope to the contents of a piece of mail?

WORD GUIDE

ANNOTATE - To mark the main items of interest in a letter or other piece of mail.

JOB STEPS

(Practice)

e. Why are checks stamped with the endorsement as soon as they are opened?

f. What do you do when you annotate mail?

g. A letter is received in which reference is made to a package coming under separate cover. How can a secretary remind herself/himself to look for the package in a later delivery?

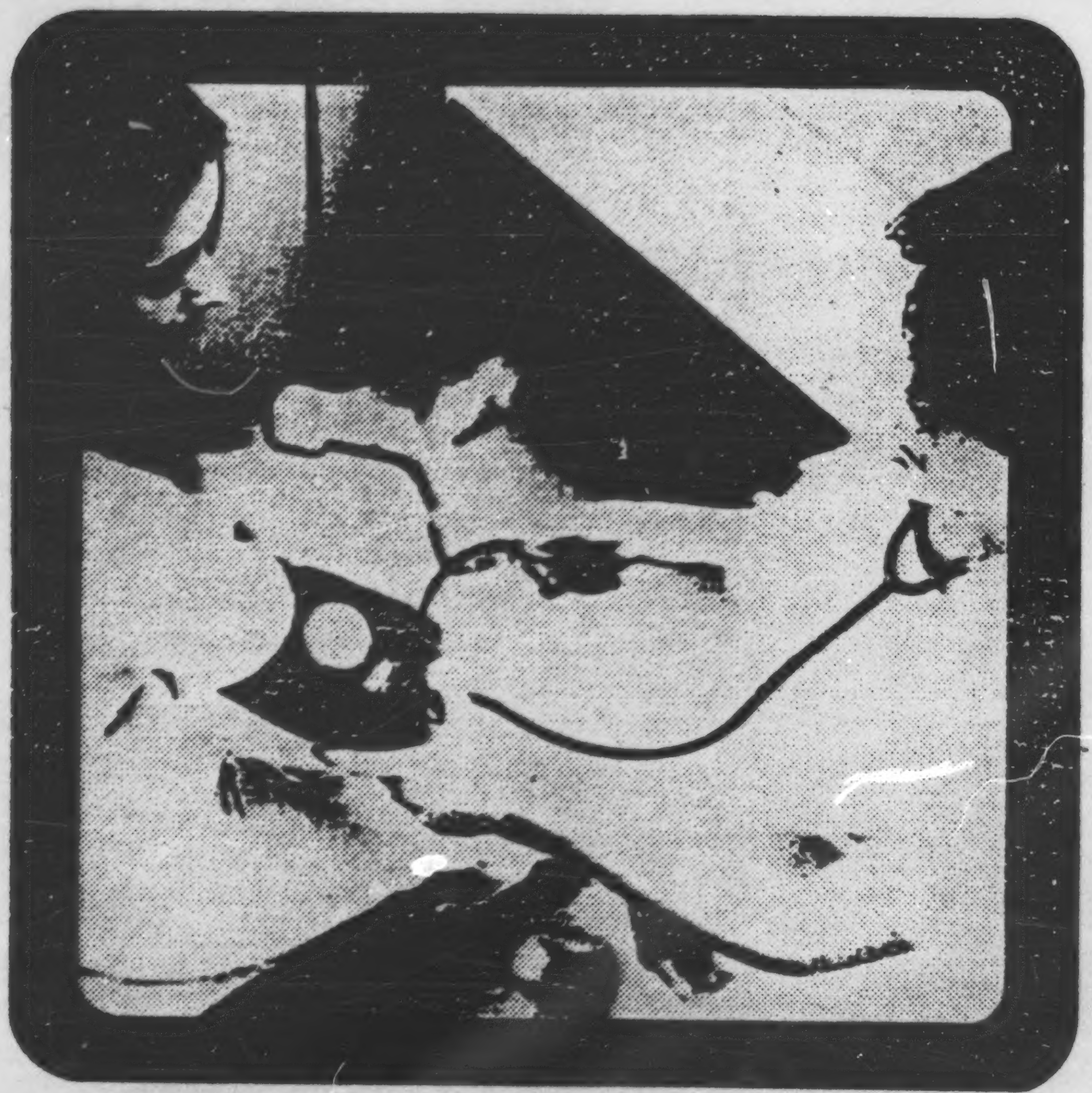
h. Edna Larsen, M.A. to Dr. Grant, opens and reads her employer's mail every morning before placing it on his desk for reply. After opening and reading a letter from a management counsel firm questioning some of the office practices, she notices that the envelope is clearly marked CONFIDENTIAL.

How would you handle this situation if you were Edna?

i. Give three suggestions for avoiding loss or separation of enclosures from incoming correspondence.

j. Fold a piece of scratch paper like an outgoing letter to fit into a standard No. 10 and to fit into a No. 6 3/4 envelope.

k. How do some firms design their forms and form letters to facilitate insertion in window envelopes?



medical assistant

unit: Asepsis

capital area career center

module: 4401 04 001 date: 2/77 level: ______

skill title: Handwashing for office use.

developed & written by: Penny Farhat

visuals by: Sandra Gostomski

PERFORMANCE OBJECTIVE

You Are Going To Learn:

How to do handwashing for office use.

And In Order To Do This You Will Need:

Sink

Soap

Soap holder

Paper towel

Watch

We Will Know You Can Do It When:

You can wash up so that:

1. You have not splashed soap and water.
2. All surfaces of your hands are washed with soap.
3. The soap is rinsed before returning to the soap holder.
4. Your hands are thoroughly rinsed and dried.

INFORMATION	MATERIALS	LOCATION OF MATERIALS
READ: INTRODUCTION TO PATIENT CARE Kozier, pp. 203 - 205.		

WORD GUIDE

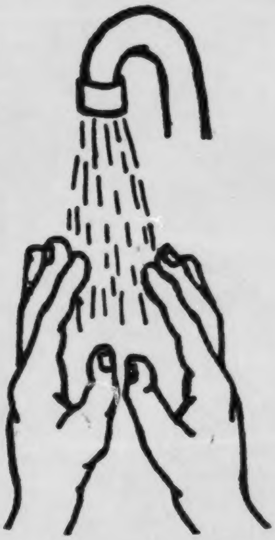
ROTARY - Revolving or twisting movement.

JOB STEPS

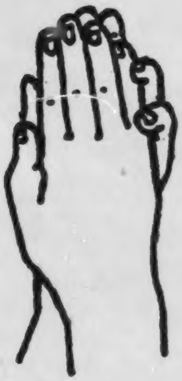
1. Push your watch up or remove it.
2. Stand back far enough from the sink to keep from getting your uniform wet.
3. Turn the faucets on and adjust water to the right temperature.
4. Rinse your hands.
5. Pick up the soap from the soap holder.
6. Lather your hands with soap.
7. Rinse the soap and place it back into the soap holder.
8. Wash your hands in a rotary motion, rubbing them together.
9. Wash the palms of your hands, the back of your hands, between your fingers and your wrists.

JOB STEPS

10. Hold your hands under the running water. Hold your fingertips higher than your wrists so that the water runs down toward the wrists.



11. Rinse for 1 minute. Hold your hands higher than your elbows.



12. Use a paper towel and dry your hands from fingertips to wrists.

13. Using the paper towel turn off the faucets and discard towel.

medical assistant

unit: Asepsis

capital area career center

module: 4401 04 002 **date:** 2/77 **level:** 4

skill title: Cleaning Soiled Instruments

developed & written by: Penny Farhat

visuals by: Mary Ann Gamel

WORD GUIDE

DEBRIS	Tissue or material from a surgical wound.
FILM	Coating from grease or chemicals.

PERFORMANCE OBJECTIVE

You are going to learn:

How to clean soiled instruments.

And in order to do this you will need:

Dirty stainless steel instruments

A sink with detergent and water

Scrub brush for washing

A basin or second sink with clear water

A surface to drain and dry the instruments

Cloths for drying

We will know you can do it when:

1. Each instrument is cleaned of all debris, film and stain.
2. Each instrument is dried completely so it will not water stain.

INFORMATION

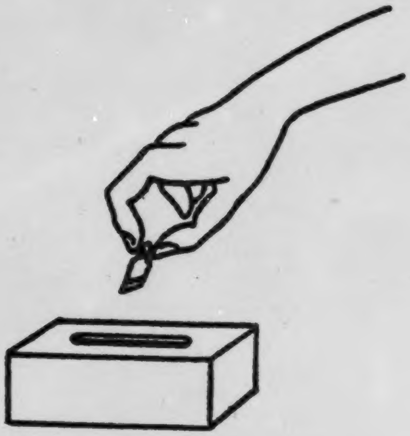
To make soiled instruments easier to clean, soak them in cold water until you can wash them. This will keep soil and stains from becoming difficult to remove.

If you cannot do this, it will help to soak the instruments for a few minutes before washing them.

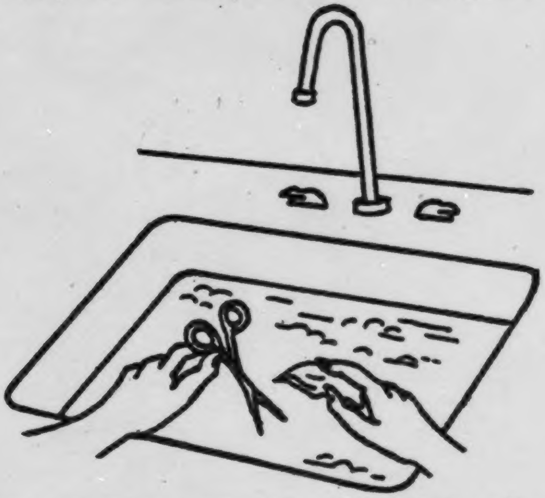
JOB STEPS

1. Put enough water in a sink to cover instruments if they were put in. Add enough detergent to make suds.

2. Remove knife blades from handles and discard blades in waste container for sharp instruments.



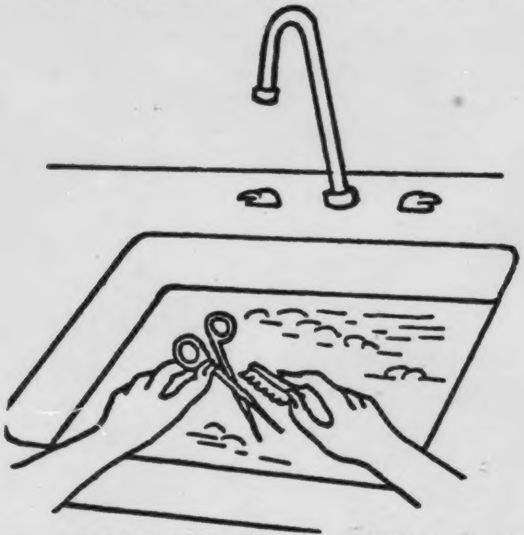
3. Sharp or pointed instruments should be picked up, washed, and dried one by one, so that you do not injure yourself.



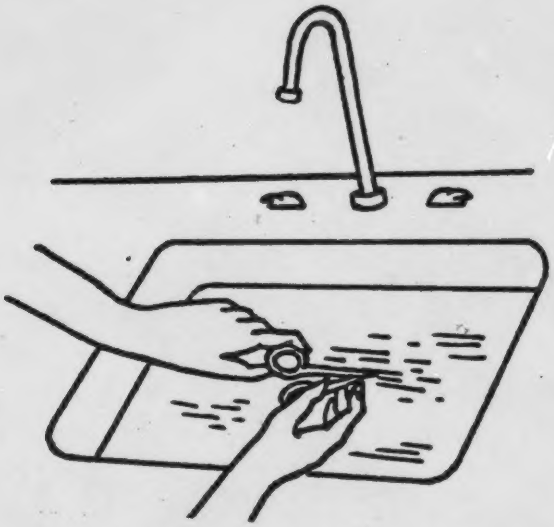
4. Place all blunt instruments in the sink of detergent and water. Be sure they are open.

JOB STEPS

5. Using the brush, and a cloth when necessary, clean all surfaces of each instrument to free it from all debris, film and stain.

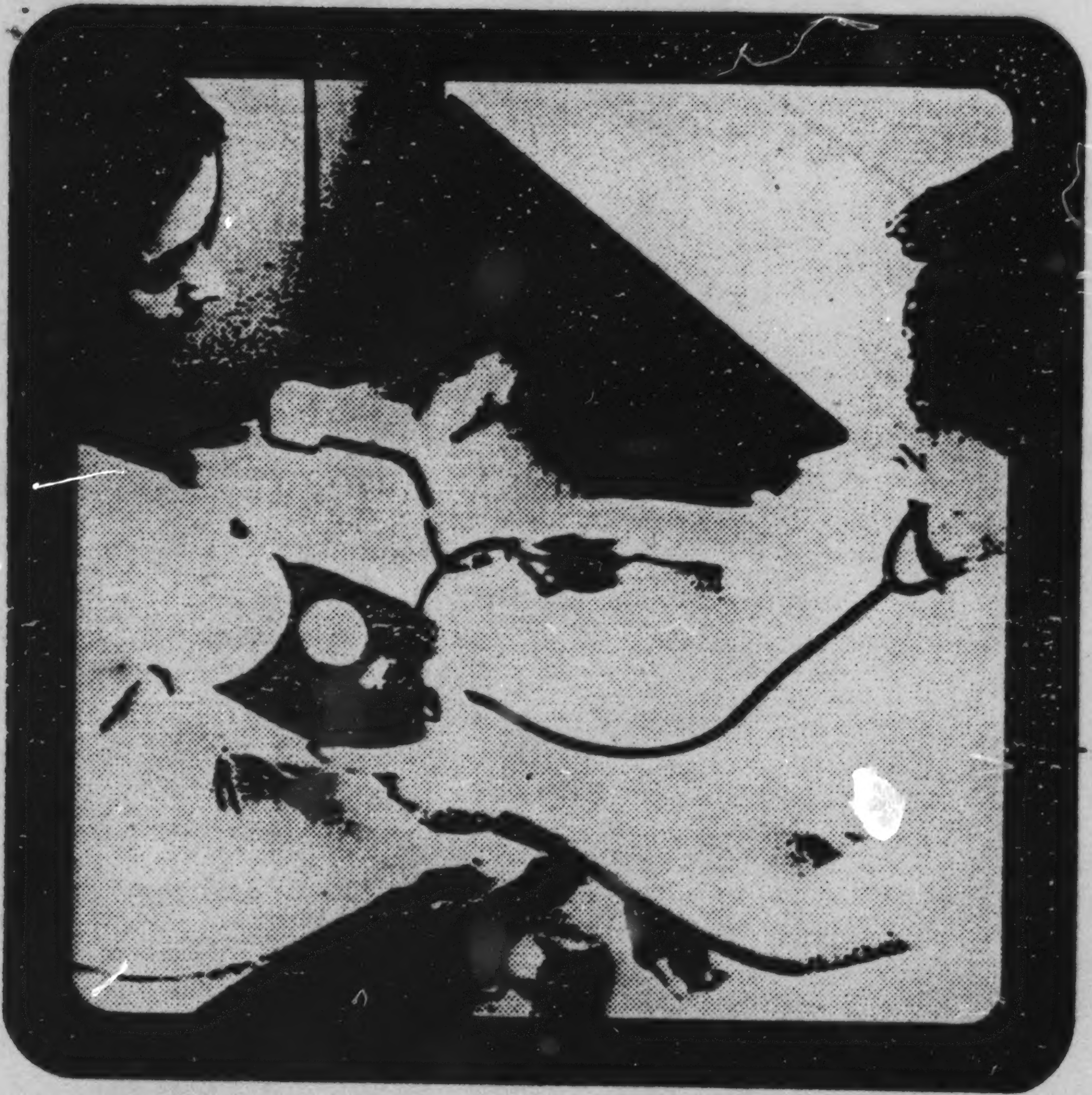


6. With clear water, rinse the instruments in the sink and allow them to drain.



7. Completely dry each instrument with a cloth.

8. Put away all equipment.



medical assistant

unit: Asepsis

capital area career center

RJ

module: 4401 04 003 **date:** 2/77 **level:** IV

skill title: Using Sterile Transfer Forceps

developed & written by: Penny Farhat

visuals by: Mary Ann Gamel

WORD GUIDE

CANNISTER - A box or can to store dry materials.

PERPENDICULAR - Straight up and down.

GERMICIDE SOLUTION - A liquid which kills germs. In the lab we use Aqueous Zephiran. You will learn how to make the solution in module 4401 04 010R.

PERFORMANCE OBJECTIVE

You Are Going To Learn:

How to use sterile transfer forceps.

And In Order To Do This You Will Need:

A container with germicide solution and a pair of sterile forceps.

A sterile instrument tray.

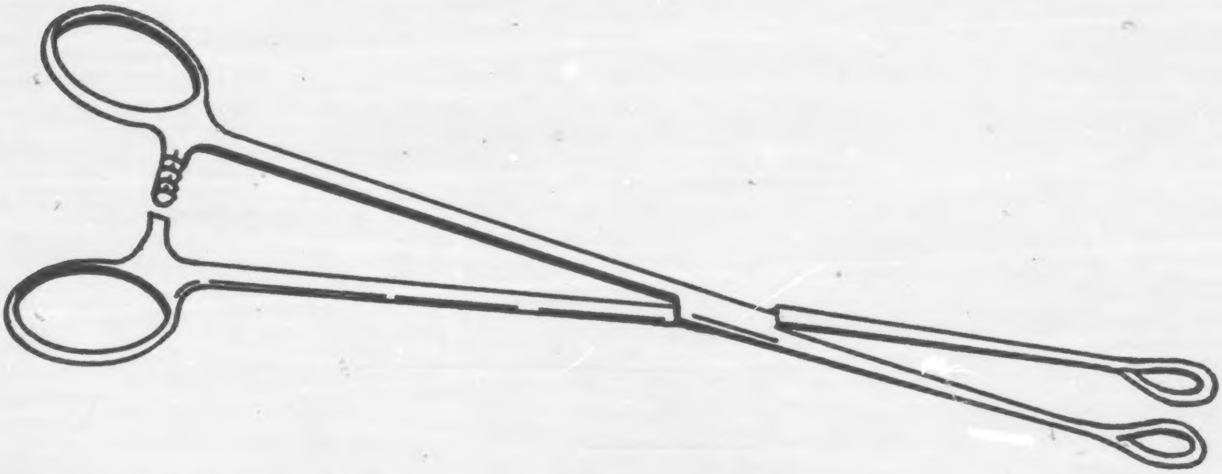
A cannister of cotton balls.

We Will Know You Can Do It When:

1. The transfer forceps are removed without touching the rim of the container.
2. The excess solution drips back into the container.
3. The transfer forceps are held perpendicular.
4. The cotton balls are removed without touching the rim of the cannister.
5. The cotton balls are dropped on the tray without touching the tray with the transfer forceps.

INFORMATION

Transfer forceps are ring forceps or a "sponge stick", especially designed to use when picking up sterile equipment or material.



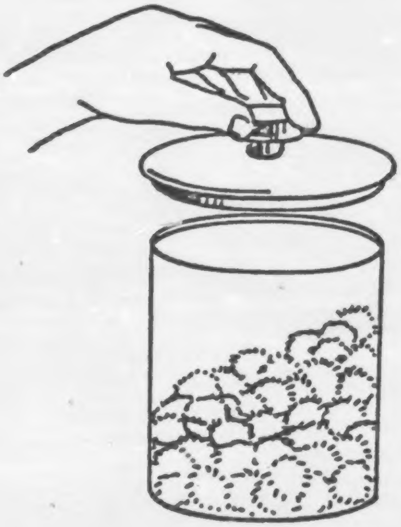
Read:

Introduction to Operating Technician
Berry and Kohn, 3rd Edition pp. 32-49.

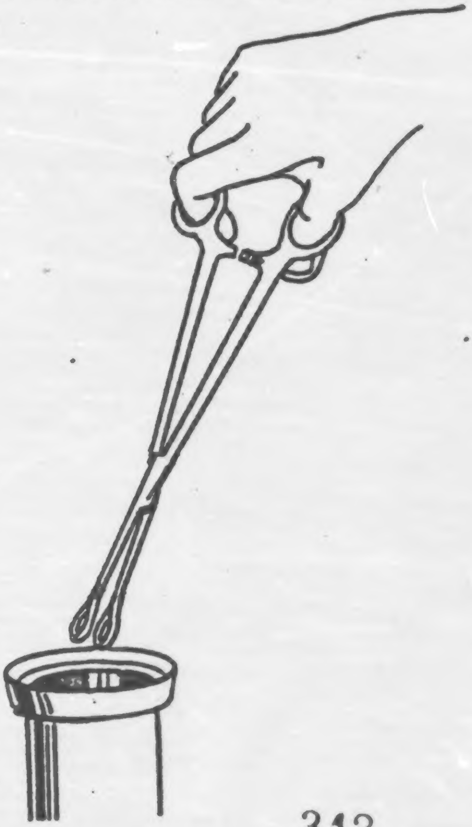
Introduction to Patient Care
Du Gas, 2nd Edition p. 203 "Asepsis".

JOB STEPS

1. Lift the lid off from the cannister of cotton balls with your left hand.



2. Continue to hold the lid in your left hand as you lift the transfer forceps out of the container without touching the tip on the rim of the container, keeping the tips pointed straight down so the solution does not run from tips toward handle.



JOB STEPS

3. Let the solution drip back into the container.

4. Using the transfer forceps reach into the cotton ball cannister without touching the rim of the cannister.

5. Grasp the amount of cotton balls needed with the transfer forceps (use 3 for practice purposes).

6. Lift the cotton balls straight out of the cannister without touching the rim, while placing the lid back on cannister with your left hand.

7. Holding the transfer forceps and cotton balls 6" above the opened instrument tray, drop the cotton balls onto the necessary area of the tray.

8. Place the transfer forceps back into the container without touching the rim.

medical assistant

unit: Asepsis

capital area career center

module: 4401 04 004 **date:** 2/77 **level:** IIII

skill title: Packaging an Instrument with Autoclave Paper Wrapper

developed & written by: Penny Farhat

visuals by: Mary Ann Gamel

PERFORMANCE OBJECTIVE

You Are Going To Learn:

How to package an instrument with autoclave paper wrapper.

And In Order To Do This You Will Need:

clean, dry instruments

two autoclave paper wrappers large enough to completely wrap each instrument

autoclave tape

pen

flat surface large enough for all materials

We Will Know You Can Do It When:

1. The instrument is wrapped neatly and securely so the package will not come open while being handled.
2. The instrument is properly labeled.

INFORMATION

Read:

The Medical Assistant, Bredow and Cooper, 3rd. Edition, page 47-51.

Introduction to Operating Room Technique, Berry & Kohn, 4th Edition, page 28.

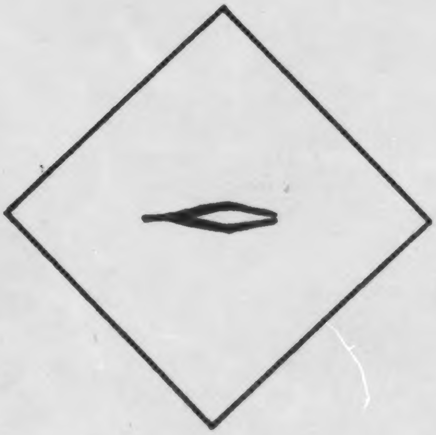
A Manual of Operating Room Technology, Ginsberg, Brummer, Cantlin, page 51.

JOB STEPS

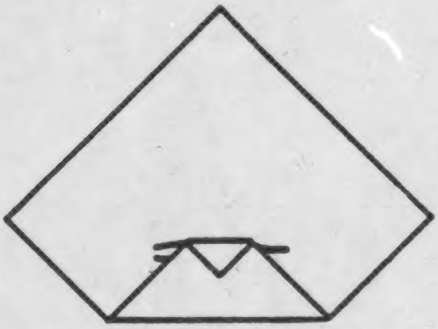
1. Select the instrument to be wrapped, such as a tissue forceps.

2. Lay the first wrapper on a surface with one corner towards you.

3. Place the tissue forceps in the center of the wrapper so the solid end is toward the right hand corner of the wrapper and the open end is toward the left hand corner of the wrapper.

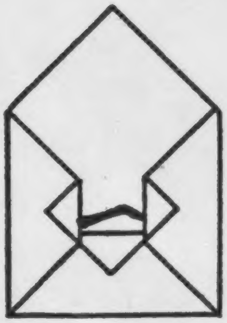


4. Fold the corner of the wrapper pointing toward you over the forceps and fold back the point to make a protective cuff.

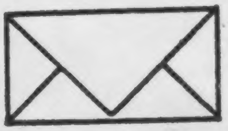


JOB STEPS

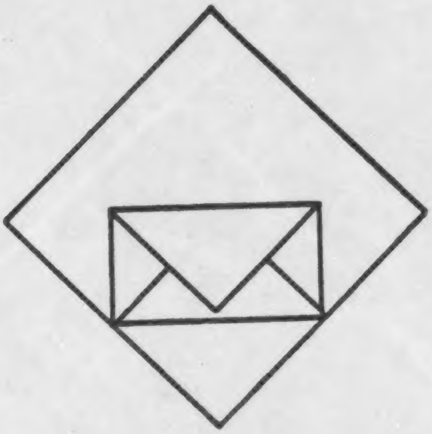
5. Fold the wrapper corner on your right over the forcep, then fold the corner on your left over the forceps.



6. Fold the wrapper corner away from you over the forcep.

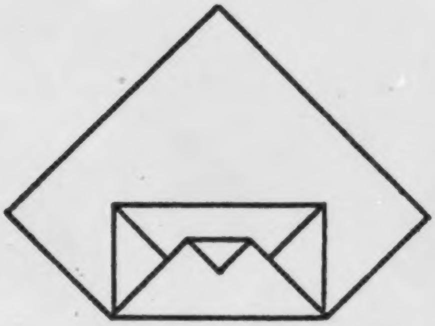


7. Place the second wrapper on the flat surface with one corner toward you, and place the forcep (now wrapped once) in the center with one end toward the right hand corner of the wrapper and the other end toward the left hand corner of the wrapper.

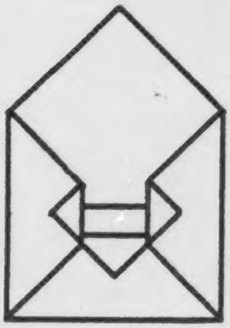


JOB STEPS

8. Fold the corner of the wrapper pointing toward you over the forceps, and fold back the point to make a protective cuff.



9. Fold the wrapper corner on your right over the forceps, then fold the corner on your left over the forceps.

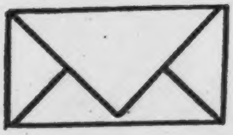


WORD GUIDE

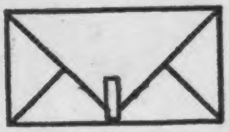
AUTOCLAVE TAPE - A special tape that turns black when sterilization is complete.

JOB STEPS

10. Fold the wrapper corner away from you over the forceps.



11. Secure the corner of the wrapper on the outside of the package with a piece of autoclave tape long enough to hold the package together securely.



12. Use a pen to label the package on the autoclave tape to show its contents and the date sterilized, such as: "tissue forceps 3/30/73." Then, place into autoclave.

medical assistant

unit: Asepsis

capital area career center

module: 4401 04 006 **date:** 2-24-77 **level:**

skill title: How to Wrap and Package Articles for Sterilization

developed & written by: Pat Pittenger

visuals by: Mary Ann Gamel

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to wrap and package articles for sterilization.

AND IN ORDER TO DO THIS YOU WILL NEED:

2 surgical gowns

Suture Set containing:

- 2 small towels
- 1 drape with a hole
- 10 3 x 3's
- 1 needle holder
- 1 knife handle
- 2 hemostat
- 1 thumb forceps

6 muslin wrappers

2 towels

autoclave tape and marker

WE WILL KNOW YOU CAN DO THIS WHEN:

The packages are wrapped, sealed securely and marked according to instructions.

INFORMATION

1. Special materials are used for wrapping items which are to be sterilized in an autoclave.

   For wrapping material, muslin, crepe paper or any material which allows for fast penetration of steam can be used.

2. All items are wrapped with two wrappers.

3. Pins are not used since they make holes and cause tearing of material. Never use any linen with holes or tears.

4. All packages must be clearly marked with name of item and date of sterilization.

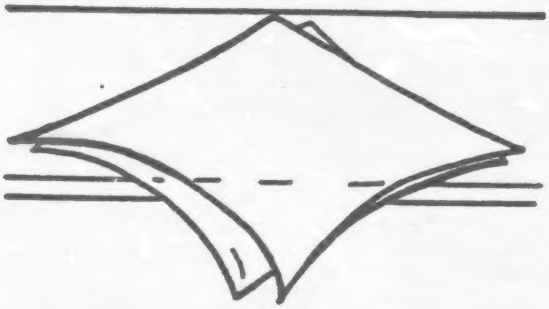
5. Before you start, you will be shown how to fold surgical gowns and towels. Practice folding them until you can do it correctly. Your instructor will check your work.

JOB STEPS

1. Collect your tools as listed. Take them to your counter or work area.

2. Take your 2 muslin squares and lay them flat on the counter, one on top of the other.

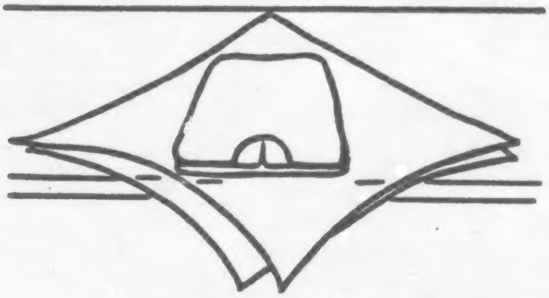
    a. Have one corner hanging over edge of counter in front of you.



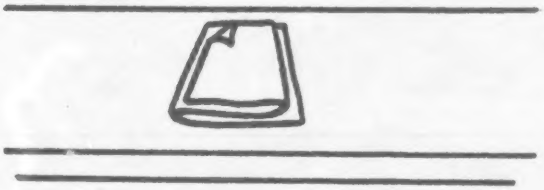
JOB STEPS

3. Take one gown, fold it as you have learned. Be sure the gown is folded inside out.

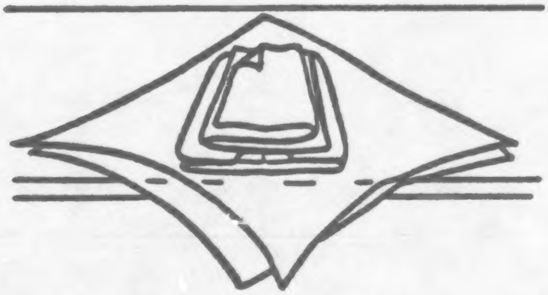
   a. Place gown centered on the muslin squares.



   b. Take one towel -- fan fold it, leave top corner turned back as you have learned.



   c. Put towel on top of gown.

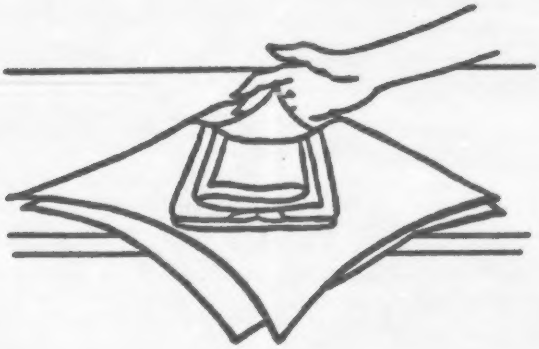


NOTE: Be sure folded ends of gown and towel are toward you.

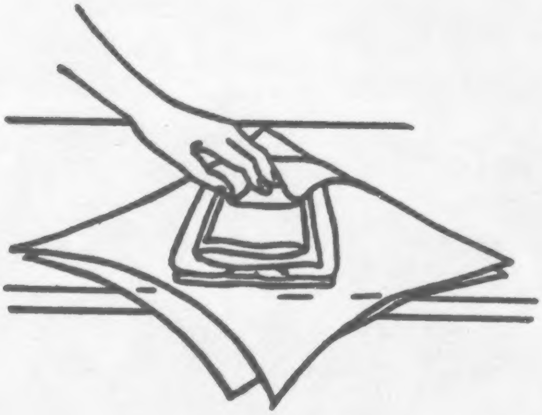
JOB STEPS

4. Pick up the far corner of the top wrapper and bring it snugly over the top of the gown and towel. Not too tight, but not too loose.

a. Turn back the corner.

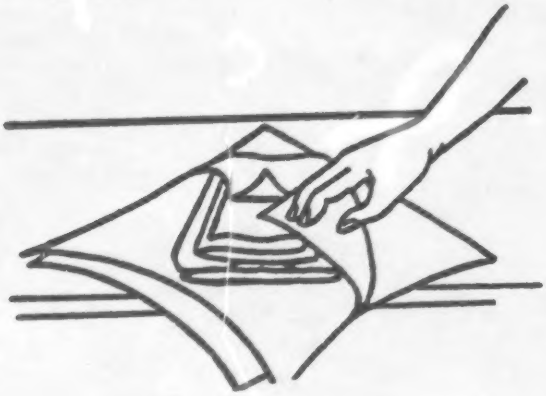


b. Hold in place with your left hand.

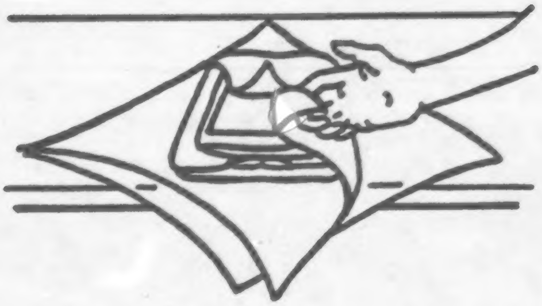


JOB STEPS

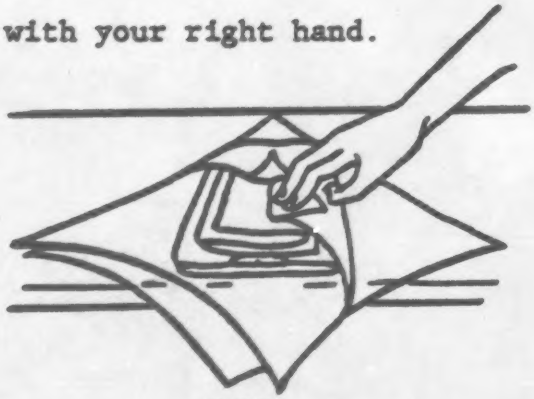
c. Pick up the right corner, bring over top of gown and towel and fold of wrapper.



d. Turn back the corner.

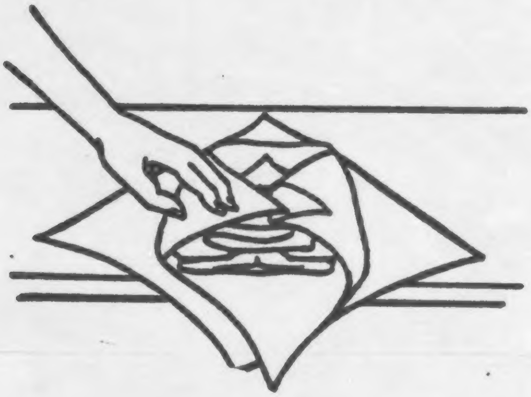


e. Hold in place with your right hand.

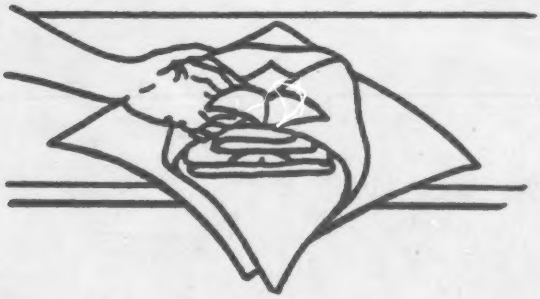


JOB STEPS

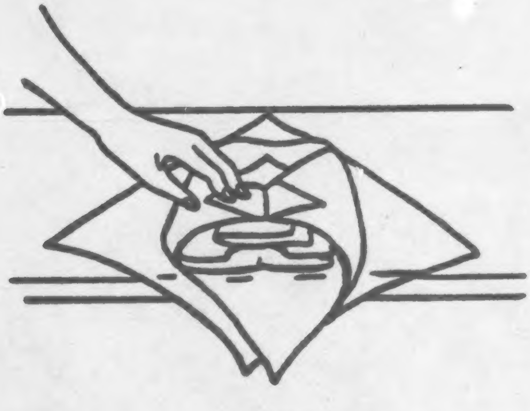
f. Pick up left corner, bring it over the top of the gown and towel and the folds of wrapper.



g. Turn corner back.

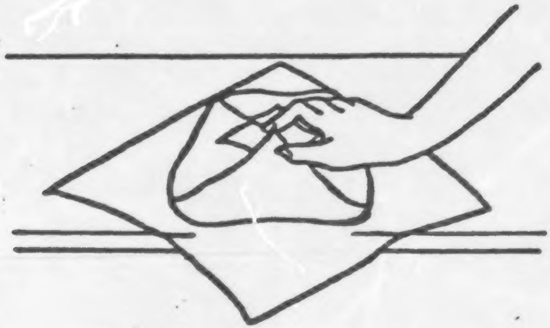


h. Hold in place with your left hand.

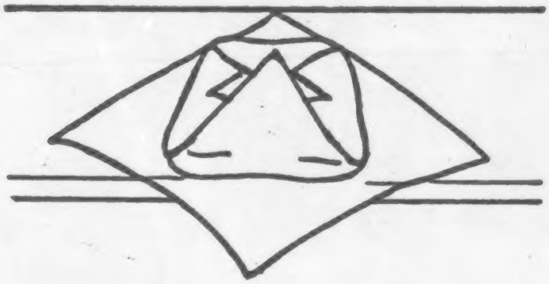


JOB STEPS

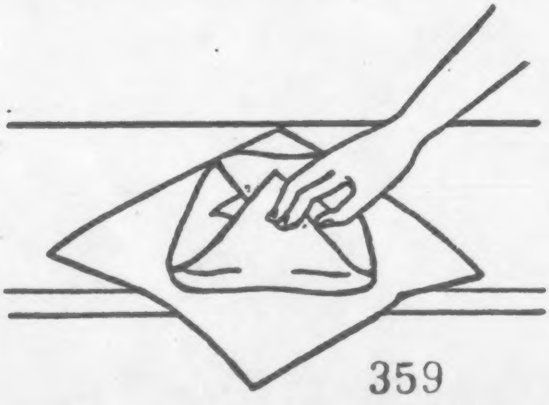
i. Pick up the last corner and bring it over the top of the gown and towel and folds.



j. Pull the last corner over, do not fold it back.



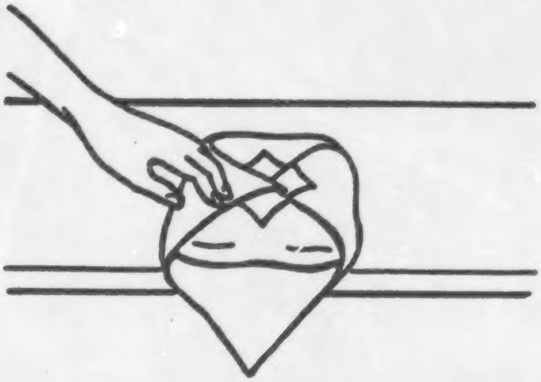
k. Hold the folds in place with your left hand..



JOB STEPS

5. Now do the same thing with the second wrapper.

    a. Be sure to fold back each corner.



6. Bring the last corner around the top of the package tightly.

    a. Hold firmly in place with your left hand.

    b. Tape the wrapper closed with an 8 inch piece of autoclave tape.

7. The package is now ready to be sterilized in an autoclave.

8. Now practice wrapping your second gown and towel. Do job steps 2, 3, 4, 5, 6.

    Your instructor will check your work.

JOB STEPS

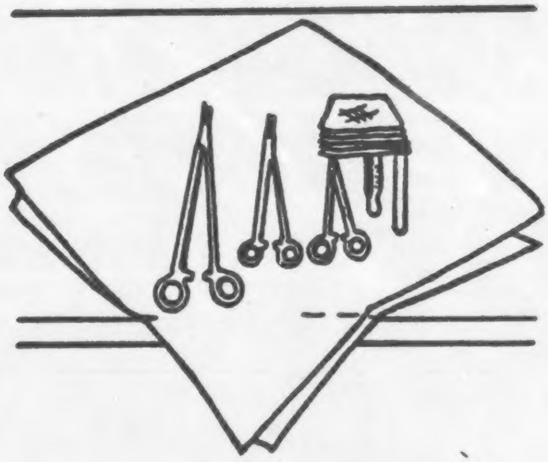
9. Now practice wrapping a suture set.

Get your tools to make up a suture set, plus 2 muslin wrappers.

NOTE: The contents of any pack should be arranged in such a way that the articles to be used first appear on top.

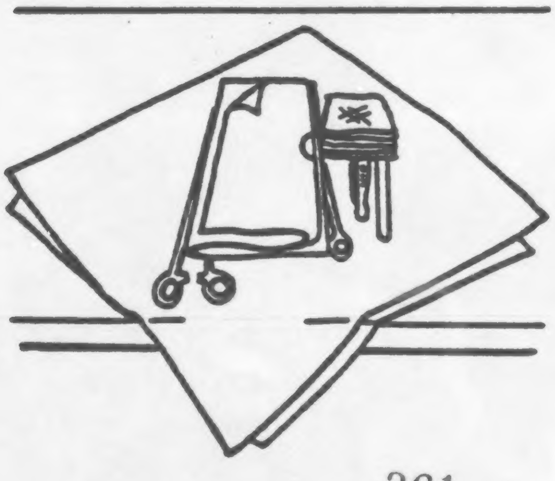
a. Lay your 2 muslin wrappers flat on the counter, one on top of the other.

b. Place your needle holder, 2 hemostats, thumb forceps and knife handle side by side on top of wrappers.



c. Put your 3 x 3's on top of instruments.

d. Place your drape with a hole on top; fan fold your drape and turn back top corner.



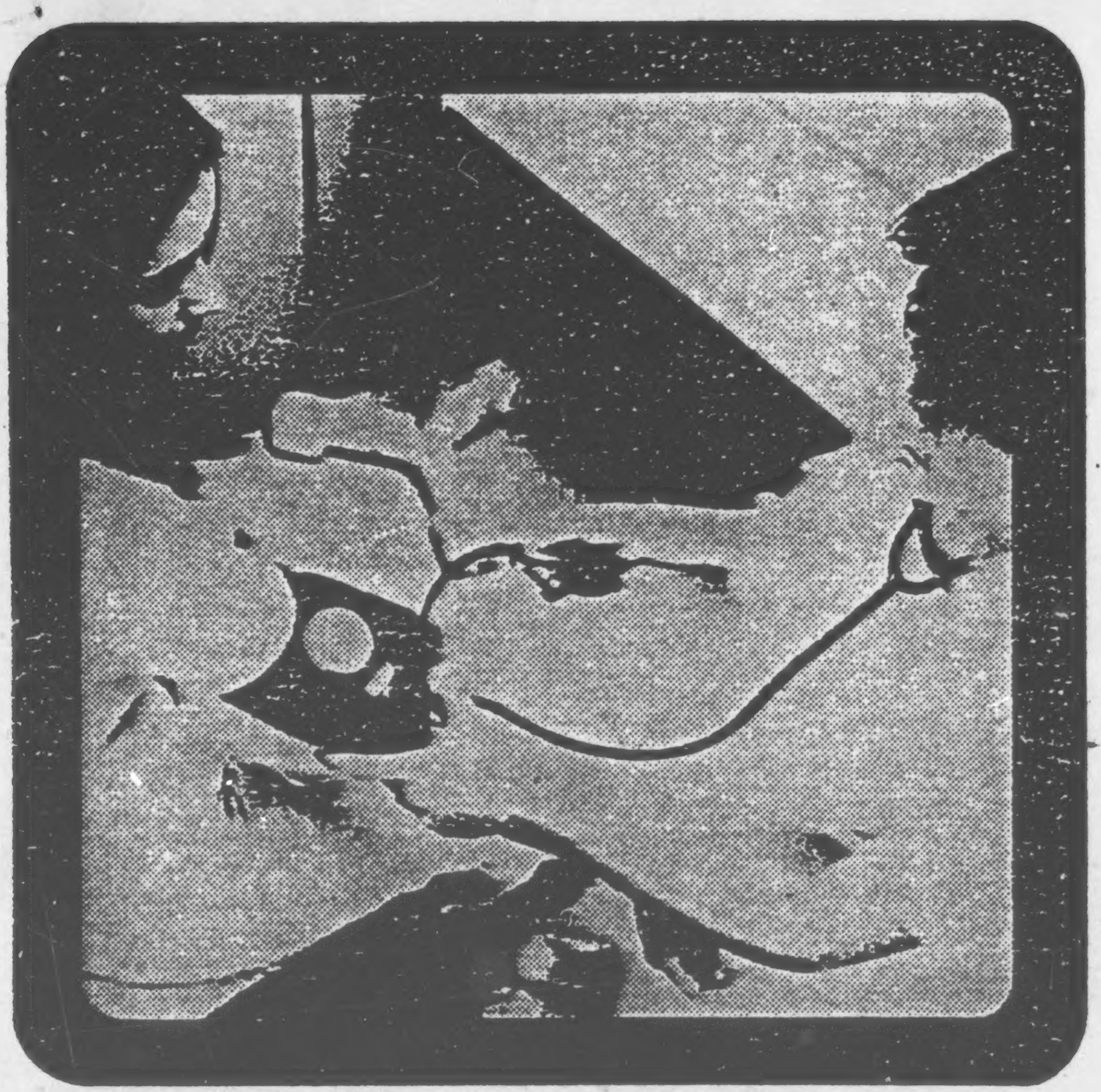
JOB STEPS

e. Place the 2 small towels, fan folded on each side of the drape.

f. Take far corner of inner wrapper and fold as you have learned.

g. Tape securely with autoclave tape and label.

Have your instructor check your work.



medical assistant

unit: Asepsis

capital area career center

module: 4401 04 009 date: 2-17-77 level:

skill title: How to Load and Operate an Autoclave

developed & written by: Pat Pittenger

visuals by: Mary Ann Gamel

WORD GUIDE

AUTOCLAVE - a machine in which medical equipment is sterilized.

STERILIZATION - the process of killing all germs on articles and materials.

INDICATOR - tells whether the article is actually sterile; a marker or sign shown on a measuring instrument or tape.

AUTOCLAVE TAPE - shows dark lines after sterilization, and is, therefore, an indicator of sterility.

PERFORMANCE OBJECTIVE

You are going to learn:

How to load and operate an autoclave.

And in order to do this you will need:

- an autoclave
- wrapped instruments
- supplies -- jars, containers, wrapped linen
- "mittens" or a "hot pad"
- distilled water
- autoclave tape or other indicator of sterility
- timer

We will know you can do it when:

1. The autoclave is loaded in a balanced manner.
2. The autoclave is operated at the recommended temperature and pressure, for the correct length of time for the articles being sterilized.
3. All articles are marked with pressure sensitive tape or other indicator of sterility.
4. At end of sterilization period you can reduce chamber pressure correctly.
5. The articles are allowed to dry before removal from the autoclave.

INFORMATION	MATERIALS	LOCATION OF MATERIALS

Read The Medical Assistant, Third Edition, Chapter 4, page 35.

A. Most desirable method of sterilization is steam under pressure -- this is done in an autoclave.

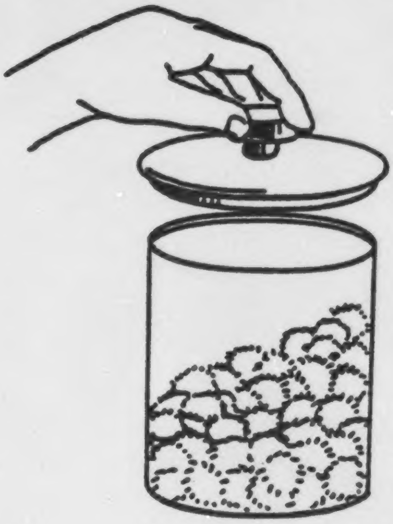
B. Sterilizing in an autoclave must be timed carefully:

1. Rubber goods -- not more than 15 minutes.
2. Glassware, instruments, things not wrapped -- 15-20 minutes.
3. Linens, gowns, dressing instruments wrapped -- 30 minutes.

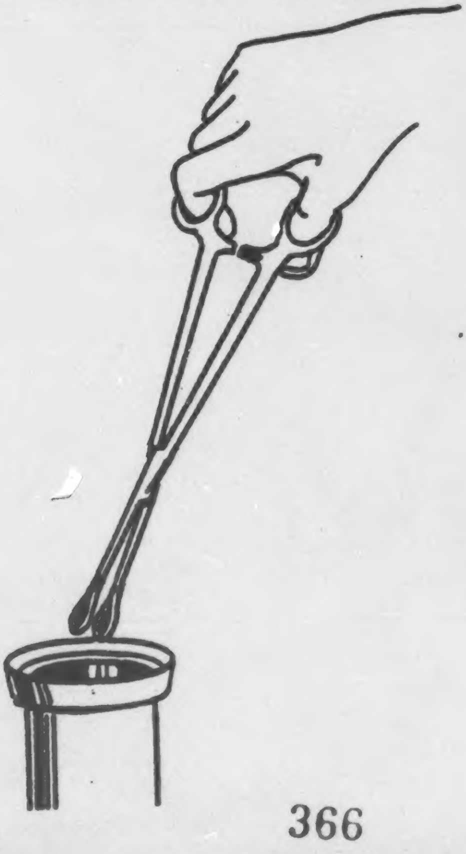
C. In your work you will find different kinds of autoclaves. The operation which you will learn in this mod is applicable to all of them. Therefore, learn not only how to operate the controls, but also what happens inside the autoclave as you operate it. You will then be able to operate any autoclave which you find.

JOB STEPS

1. Lift the lid off from the cannister of cotton balls with your left hand.

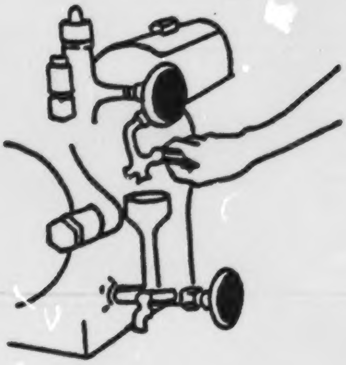


2. Continue to hold the lid in your left hand as you lift the transfer forceps out of the container without touching the tip on the rim of the container, keeping the tips pointed straight down so the solution does not run from tips toward handle.



JOB STEPS

5. Turn handle above funnel to open the valve. This will allow water to run from the reservoir through the funnel into the outer chamber of the autoclave.

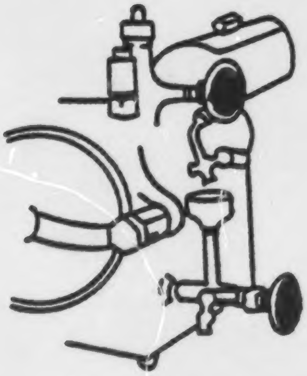


6. Let water run until the funnel is filled 3/4 full.

7. When 3/4 full, close the valve with handle above funnel.

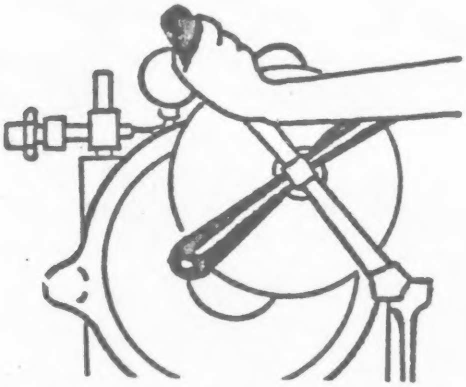
8. Check the reservoir water level. If the coil is not covered, add enough distilled water to cover it.

9. Close both round right-hand valves.



JOB STEPS

10. Swing door of autoclave open by lifting up and to your right.



11. Place tray or container with articles to be sterilized in the autoclave.

    NOTE: Be sure an indicator or autoclave tape is on each article or package.

    a. All packages should be marked clearly to identify contents and date of sterilization.

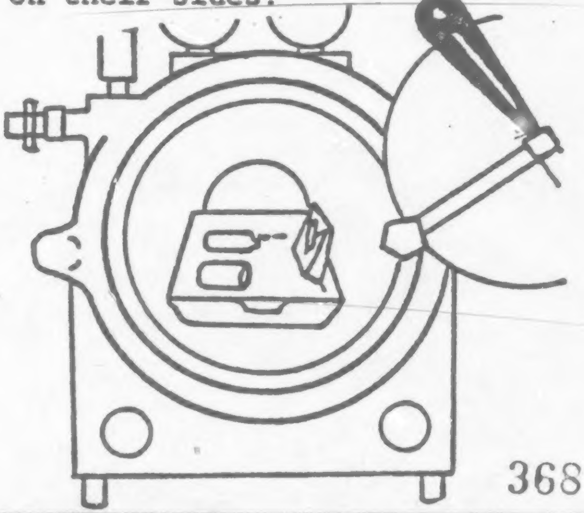
    b. When pressure - sensitive tape is used - information can be written on tape.

    c. The autoclave should not be packed too full -- loose packs are necessary so that steam may go everywhere.

    d. There must be space between objects so steam may flow freely through them.

    e. All articles must be wrapped well and fastened securely. Packages should be placed on their edge rather than flat, so that steam can penetrate.

    f. Jars, bottles, containers should have their lids off and be placed on their sides.



JOB STEPS

12. Close door tightly by turning clockwise.

13. Check that left hand valve handle is open.

14. Plug in autoclave. Turn on switch, the red light will come on.

15. Now watch the 2 round pressure gauges right above dash.

    When each gauge reaches 15-20 pounds pressure, begin your timing. To avoid error it is best to use a timer with a bell.

    NOTE: It will take between 10-20 minutes for the gauges to reach 15-20 pounds.

16. When the right amount of time has passed -- NOTE -- usually 15-20 minutes for small loads

    a. close the left hand valve

    b. open the top right hand valve

17. Allow the needle on the inner chamber gauge to drop to zero.

    NOTE:

****
* CAUTION: Never open the lower *
* right valves with pressure in *
* the autoclave. *
* *
****

WORD GUIDE

CONDENSATION - collection of water from the steam of the autoclave.

JOB STEPS

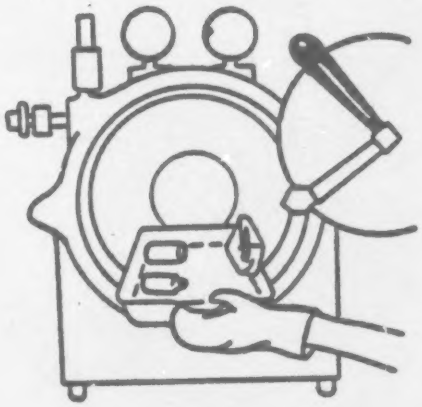
18. Slowly open the door, leave it open only a "crack" to allow steam to escape.

```
******************************
*                            *
* CAUTION:  Care needs to be *
* taken so that you will not *
* burn yourself.             *
******************************
```

19. Allow materials to dry inside the autoclave for at least 10 minutes before pulling them out.

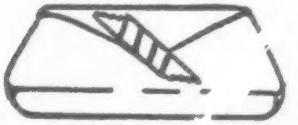
NOTE: Do not put freshly sterilized packages on cold surfaces: condensation and wetting will take place which results in contamination.

20. After 10-15 minutes of drying time remove the articles with the mittens or "hot" pads.



JOB STEPS

21. Note whether the indicator tape has changed from a plain surface to shaded lines. This indicates sterilization is complete.



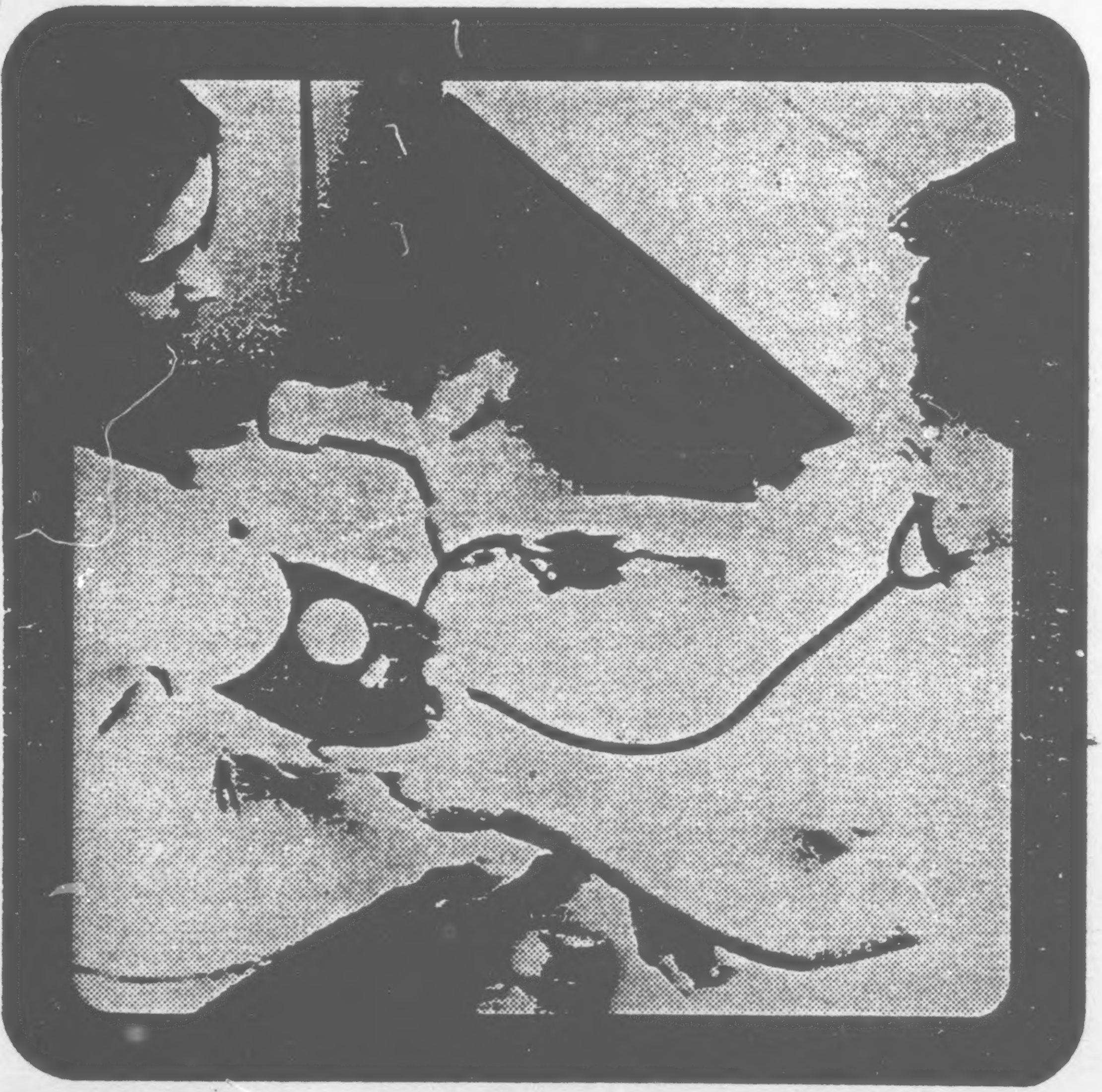
22. To reload:
    - a. Repeat steps 10-11.
    - b. Close the top right hand valve.
    - c. Open to top left hand valve.
    - d. Repeat steps 18-19.

23. To shut off when finished for the day:
    - a. (after step 21) Open left hand valve slowly, allowing steam to escape from the outer chamber.

      NOTE: This may be noisy. Also you may need a paper towel placed under the door opening to catch any water.

    - b. Turn off the switch and unplug.

Your instructor will watch you load and operate the autoclave until you can do the steps without a mistake.



medical assistant

unit: Asepsis

capital area career center

module: 4401 04 010 date: 2/25/77 level: 3

skill title: How to Use Chemical Method of Disinfection of Instruments

developed & written by: Pat Pittenger

visuals by: Mary Ann Gamel

WORD GUIDE

DISINFECTANT - agents, usually chemical, that destroy or kill disease producing germs.

SPORE - a tiny germ cell capable of developing a new germ cell strongly resists disinfectants.

PERFORMANCE OBJECTIVE

You are going to learn:

How to chemically disinfect instruments.

And in order to do this you will need:

- instruments
- container with a cover
- bottle of Zephiran concentrate
- measuring cup
- 1/2 gallon container or bottle
- basin or sink for cleaning instruments
- mild detergent
- towel
- small brush
- tape
- marker

We will know you can do it when:

1. You can name 5 factors that help the chemical disinfectant work.
2. You can mix a disinfectant solution according to the directions on the label without a mistake.
3. You can explain the required amount of time it takes to disinfect instruments.
4. You can tell your instructor when to change the solution.

INFORMATION

Factors that influence the action of a disinfectant are:

1. cleanliness - all instruments should be spotless. They must be washed and rinsed before disinfecting.
2. concentration - a weak solution is not as effective as a strong one.

NOTE: One exception is ethyl alcohol -- a 70% solution in water is more effective than 100% alcohol.

3. Time - varies from seconds to hours. Depends on kind of disinfectant and strength.
4. Type of organism or germ - some are killed more easily than others.
5. Temperature - room temperature is usually used.

Chemicals are used to disinfect certain instruments and materials which cannot be sterilized by heat.

Chemical agents do not destroy all forms of germs. Some of these are:

1. Tuberculosis germ
2. Bacterial spores
3. Certain types of viruses
4. Infections or serum hepatitis

There are many chemicals on the market, all of them with certain good points. Different doctors will use different kinds of chemicals, 70% alcohol and aqueous zephiran are common ones. Be sure to read the directions of any disinfectant before using.

WORD GUIDE

GERMICIDE - another name for any chemical agent that kills germs.

JOB STEPS

1. Collect your materials.

2. Wash your hands.

3. Fill basin with soap and water.

4. Wash your instruments one by one:
    a. all instruments should be opened while cleaning.
    b. check each one for damage, pitting, or peeling. Give these to the doctor to throw out or to send in for repairs.

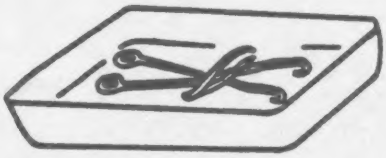
5. Rinse each instrument under running water.

    NOTE: Soap also stops the action of your disinfectant.

6. Use a brush when necessary to remove difficult soil. The presence of blood, pus, oil or grease will stop the action of the disinfectant.

7. Dry each instrument carefully.

8. Place each instrument slightly opened in the container.
    a. heavier ones on the bottom.
    b. lighter ones on top.



JOB STEPS

9. Read the paper insert from the Zephiran bottle -- read directions on label. Distilled water is always used for an "aqueous" solution.

10. Figure out how many ounces of Zephiran and distilled water you will need to make 1/2 gallon os solution.

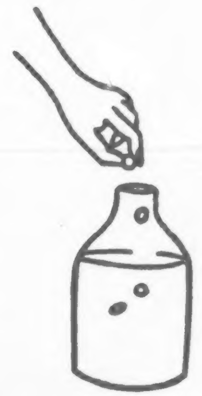
    Ask your teacher if you need help or have any questions.

11. Use anti-rust tablets.

    NOTE: To keep instruments from rusting and to show corrosion.

    Directions:

    a. Put 4 tablets in 1 quart of disinfectant solution.



    b. Be sure that you mix the solution well before using on instruments.

NOTE: Instruments containing zinc and aluminum should not be placed in a disinfectant solution which has anti-rust tablets. These metals may react to the alkali in the tablets, causing corrosion.

JOB STEPS

12. Slowly pour your Zephiran solution over instruments in container. Fill about 3/4 full. The solution should cover the instruments. Do not let the solution spill over pan.

13. Cover pan. Place a piece of tape about 1-2 inches long on the cover, mark with the date.

14. After 30 minutes or according to the directions -- remove instruments from the solution. The instruments are ready to use.

    a. Check container daily and add solution if needed. Keep covered, or solution will evaporate and solution will not be effective.
    b. Change solution every week.

WORD GUIDE

DISINFECTING - act of destroying germs.

CORROSION - (cor-ro-sion) - an eating or wearing away.

SELF-CHECK

Ask your instructor for an answer sheet. Do not write on this module. After you have answered the questions, check your own answers. The answers are on the last page of this module.

1. ________ are used to disinfect certain materials that cannot be sterilized by heat.

2. Two common disinfectants are
   a.
   b.

3. It is important to _________________ and __________ instruments before using a disinfectant.

4. The chemical method of disinfecting will not kill
   a.
   b.
   c.
   d.

5. To prevent instruments from forming corrosion you would add ___________________ to the solution.

   a. How many would you add to 2 gallons of Zephiran solution?

6. To make 2 gallons of Zephiran solution:

   a. How many ounces of Zephiran would you use?

   b. How much distilled water? in ounces.

7. How long must instruments be left in the solution before using?

   a. How long can the solution be left in the container?

8. Name 5 factors that influence a disinfectant's action:
   1.
   2.
   3.
   4.
   5.

Answers to Self-Check:

1. Chemicals

2. a. 70% alcohol
   b. Zephiran

3. Wash and rinse

4. Tuberculosis germ
   Bacteria spores
   Viruses
   Hepatitis (Serum)

5. Anti-Rust tablets -- 4 tablets = 1 quart
   a. 32 tablets
   4 x 4 quarts or 1 gallon = 16
   16 tablets x 2 gallons = 32
   1 ounce to 127 ounces = 1 gallon
   2 x 127 = 254 ounces or 2 gallons

6. a. 2 ounces of Zephiran
   b. 254 ounces of water

7. 30 minutes
   a. one week

8. 1. cleanliness
   2. concentration
   3. time
   4. type
   5. temperature

Answer Sheet
Mod #4401 04 010

Name: ____________________
Date: ____________________

1. ______________________________

2. a. ______________________________
   b. ______________________________

3. ______________________________

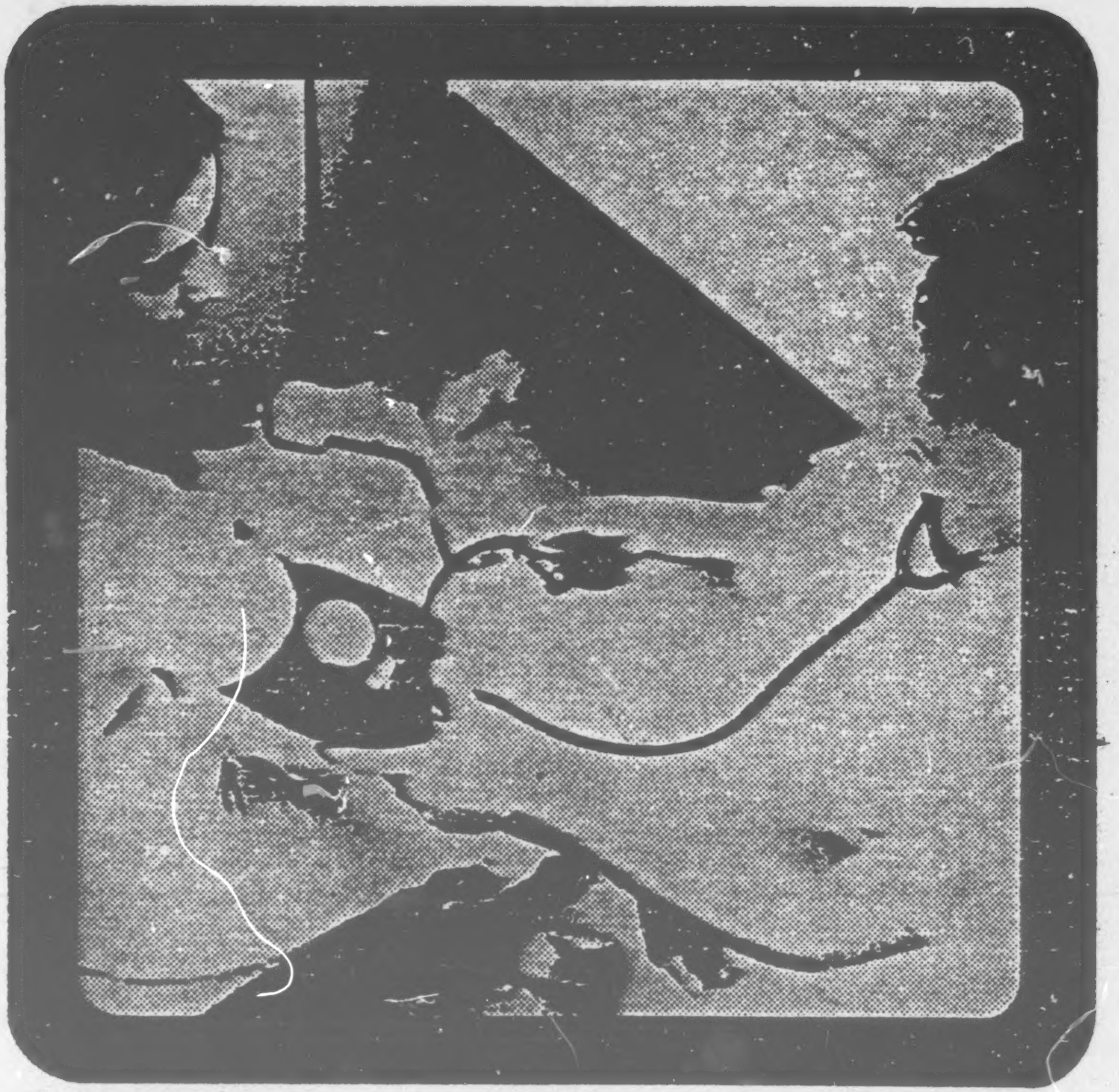
4. ______________________________
   ____
   ____
   ____

5. ______________________________
   a. ______________________________

6. a. ______________________________
   b. ______________________________

7. ______________________________
   a. ______________________________

8. 1. ______________________________
   2. ______________________________
   3. ______________________________
   4. ______________________________
   5. ______________________________



medical assistant

unit: Asepsis

capital area career center

module: 4401 04 012 **date:** 2-17-77 **level:** II

skill title: Opening Sterile Packages

developed & written by: Pat Pittenger

visuals by: Mary Ann Gamel

WORD GUIDE

STERILE - anything that is free of all germs.

STERILE FIELD - area free from germs.

CONTAMINATE - to make dirty.

3 x 3's - a piece of gauze 3 inches by 3 inches.

PERFORMANCE OBJECTIVE

YOU ARE GOING TO LEARN:

How to open sterile packages without contaminating the contents.

AND IN ORDER TO DO THIS YOU WILL NEED:

a sterile package of 3 x 3's

a sterile package of 2 towels

sterile transfer forceps in a sterile container in solution

instrument tray

counter -- for supplies (work area)

waste basket

linen hamper

WE WILL KNOW YOU CAN DO THIS WHEN:

1. You can unwrap (open) a STERILE package in such a way that only the outside wrapper is touched by you.
2. You can open a sterile towel using the transfer forceps to help you, keeping one side of the towel sterile.
3. You can drop or place the inner wrapper of 3 x 3's safely on the sterile towel on the instrument tray without contaminating anything.
4. You can cover a sterile field using the second towel so well that you do not touch the inside of the towel.
5. You can open sterile packages and place them on a sterile field without contaminating anything.

WORD GUIDE

ASEPSIS - absence of bacteria - no germs.

INFORMATION

Textbook of Medical-Surgical Nursing:

"Development of Asepsis"
pages 979-980

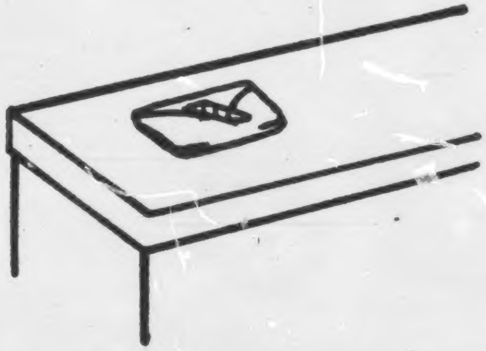
"Opening a Sterile Package"
page 997

JOB STEPS

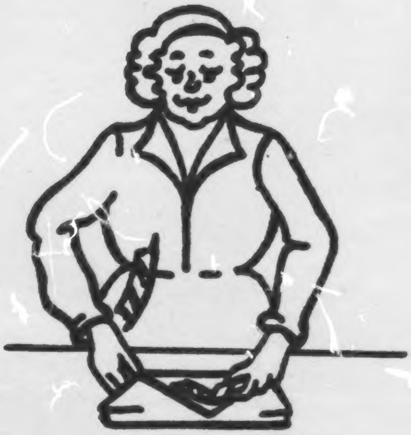
1. Before you start, get the tasks you will need for this module. Take them to your work area.

2. Wash your hands.

3. Take the sterile package of towels, with the autoclave tape on top, and place it in front of you on the counter.

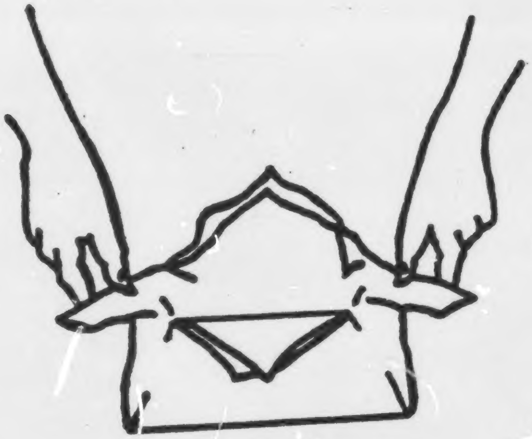


4. Carefully peel off the tape toward you. Stick the tape on one side of your uniform.



JOB STEPS

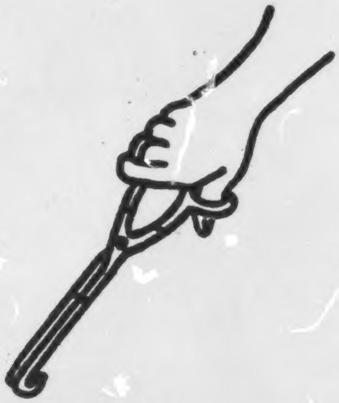
5. Touching the OUTSIDE of the outer wrapper only, with one hand, pull out the corners of the folds one by one and lay them out flat on the counter.



6. Now take the transfer forceps as you have learned:

   a. Be careful not to allow the forceps to touch the side or top of the container when removing.

   b. Keep the forcep prongs or legs pointed downward at all times.

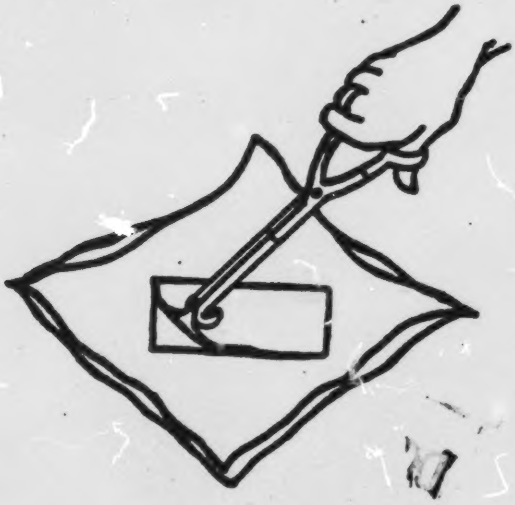


NOTE: If this is not done, sterile solution will flow (run) toward the unsterile handle and then flow down again causing a contaminated field.

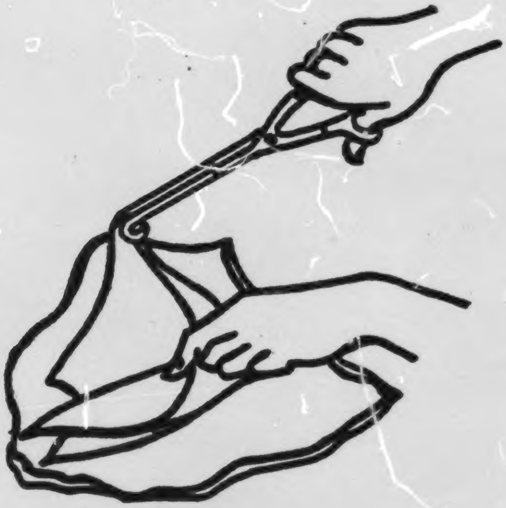
JOB STEPS

7. Touching the outside of the inner wrapper, pull out the corners on the inner wrap one by one and lay them flat.

8. With forceps, pick up the far corner edge of towel.

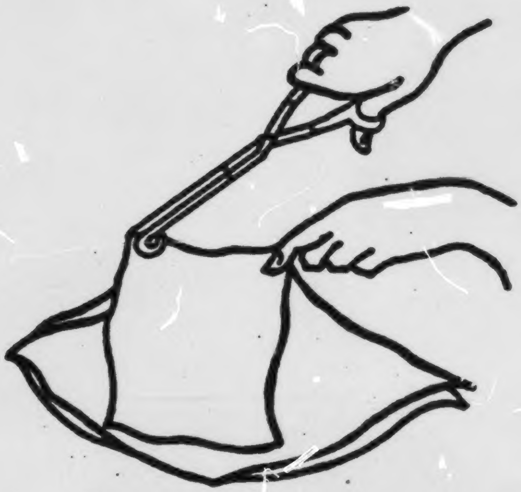


9. With your free hand pick up corner edge near you. Be careful that you only touch one surface of the towel.

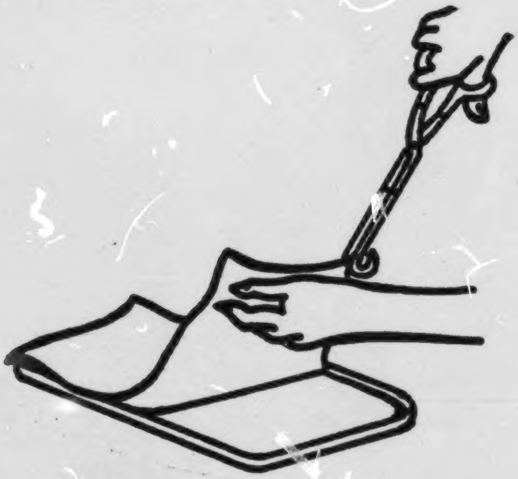


JOB STEPS

10. Raise towel slightly and let it unfold.



11. Place towel on tray, taking care to place the surface you have touched next to the tray.
    Be very careful not to touch the top surface of the towel -- this will become your sterile field.



If you are having trouble placing the towel, you may take the underside of the towel (that touches the tray) with your hand.

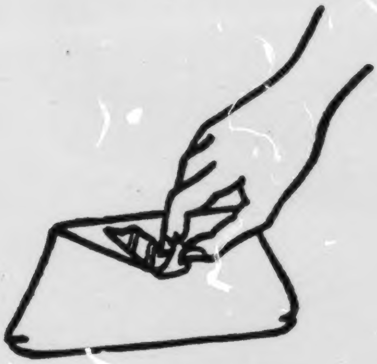
JOB STEPS

12. Place forceps back in container.

13. Hold the package of 3 x 3's in your left hand. The autoclave tape is on top. The edge of the fold is toward your wrist.

14. Peel off tape as you have learned.

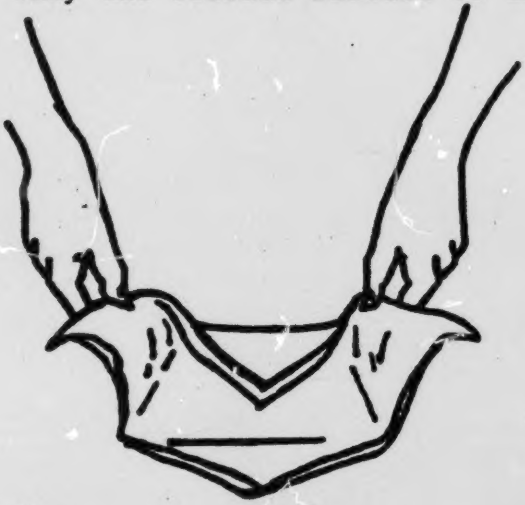
15. Using your right hand, pull out the end and unfold it away from you.



NOTE: Tug on fold to straighten if necessary.

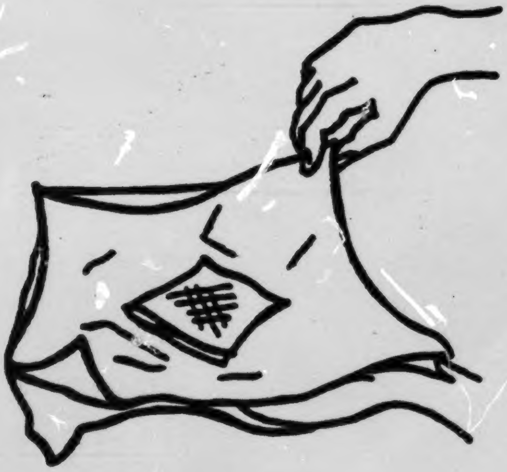
JOB STEPS

16. Now do the same with the other folds of the wrapper. Again, take care to touch only the outside surface of the outer wrap.



REMEMBER: Touch only the outside part of the wrapper.

17. Touching the outside of the inner wrap, pull the corners on the inner wrap one by one and lay them flat.



JOB STEPS

18. Pick the 3x3's up with transfer forceps and lay them on the sterile field.

19. Using the transfer forceps take your second sterile towel by one corner. Raise it slightly and let it unfold.

20. With your free hand, if necessary, take hold of one corner touching only one surface and place towel over sterile field.

    NOTE: Do not touch the side of the towel which will be facing down over sterile field.

21. Now go back and practice steps 1-21 until you can do all steps from memory without contaminating anything.

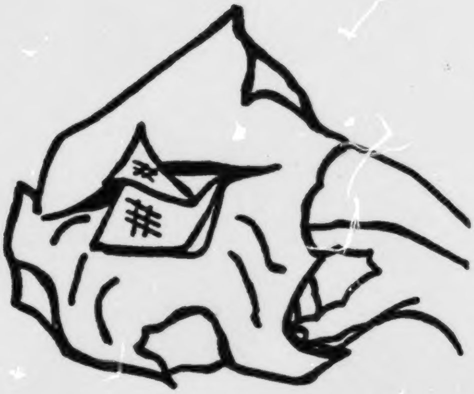
22. Ask your instructor if you need help; when you are ready have your instructor check your work.

23. Put your tools away.

24. Put paper wrappers in waste basket. Remove tape from your uniform and throw it in waste basket.

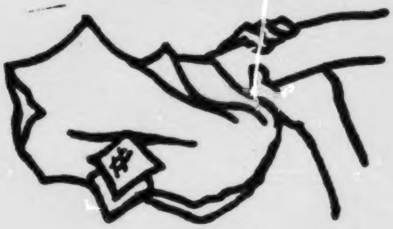
JOB STEPS

18. Now with your right hand take the loose ends of the wrapper and bring them back under your left hand and away from the inner package you are holding.



19. Hold your hand about 10-12 inches above edge of sterile towel and gently drop 3 x 3's on the sterile field.

NOTE: Your arm and hand must not reach over sterile field.

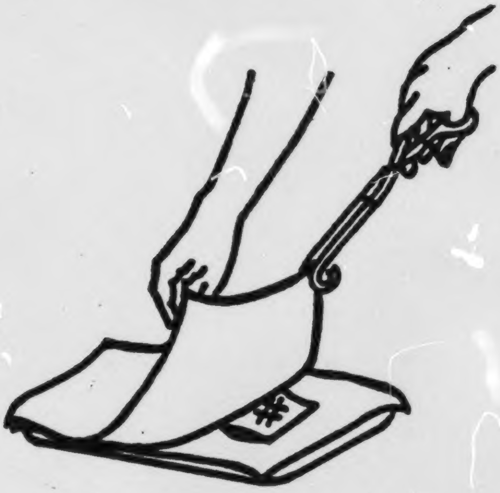


JOB STEPS

20. Using the transfer forceps take your second sterile towel by one corner. Raise it slightly and let it unfold.

21. With your free hand, if necessary, take hold of one corner and place towel over sterile field.

    NOTE: Do not touch the side of the towel which will be facing down over sterile field.



22. Now go back and practice steps 13-21 until you can do all steps from memory without contaminating anything.

    NOTE: Ask your instructor if you need help.

23. Put your tools away.

24. Put paper wrappers in waste basket. Remove tape from your uniform.